Japanese Automation System on Web

User's Guide

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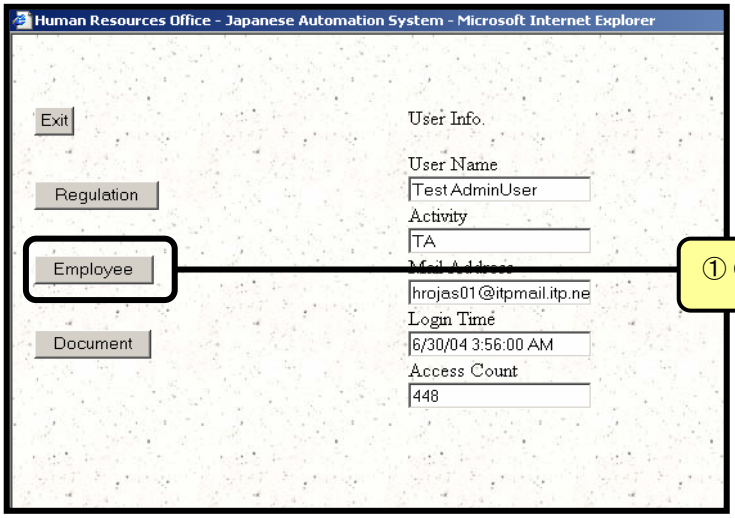
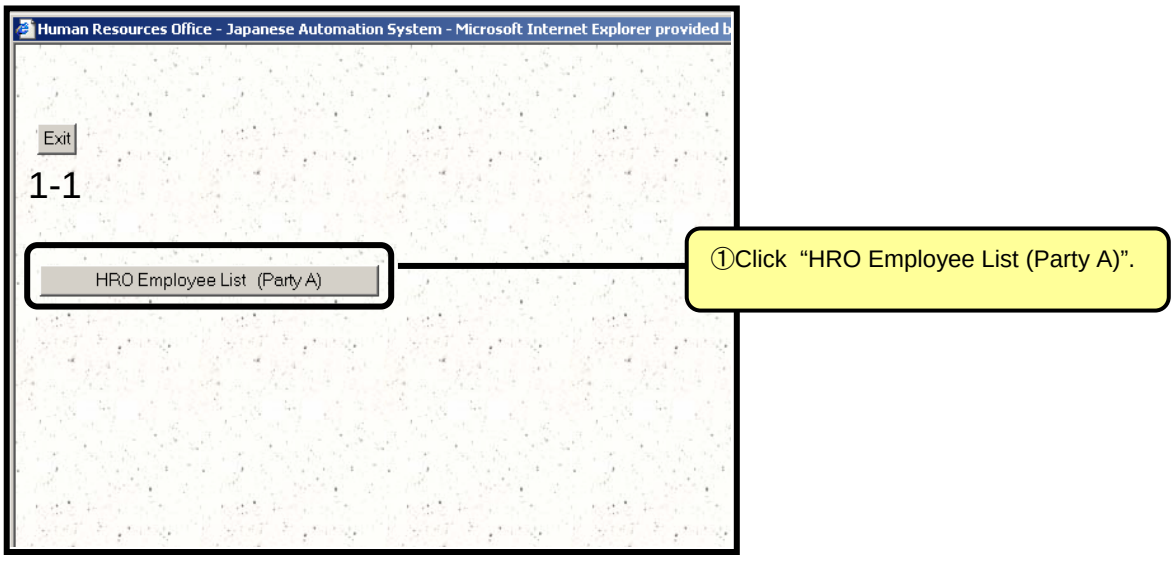
1. Employee Data

When you enter the “Employee” Menu, you will be able to access to the page that administer employee data. By processing PAR/ONPA, Employee Data will be updated, and you will be able to use data for the following.

- New Employee Registration
- Search Employee Data
- Correct Employee Data
- Review History of Personnel Actions
- Name Change



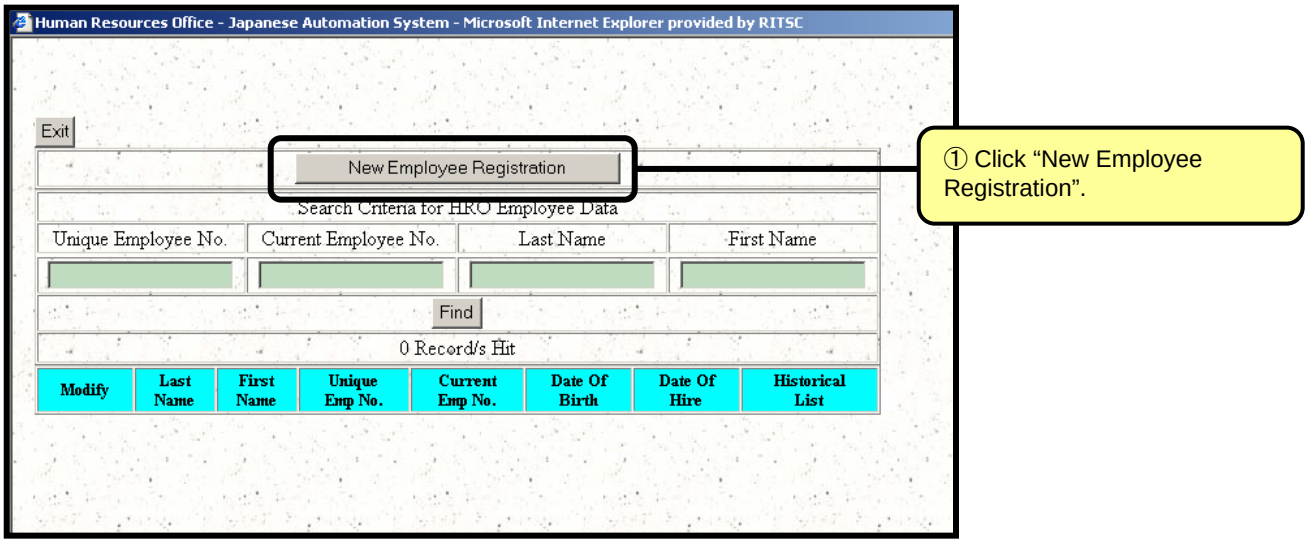


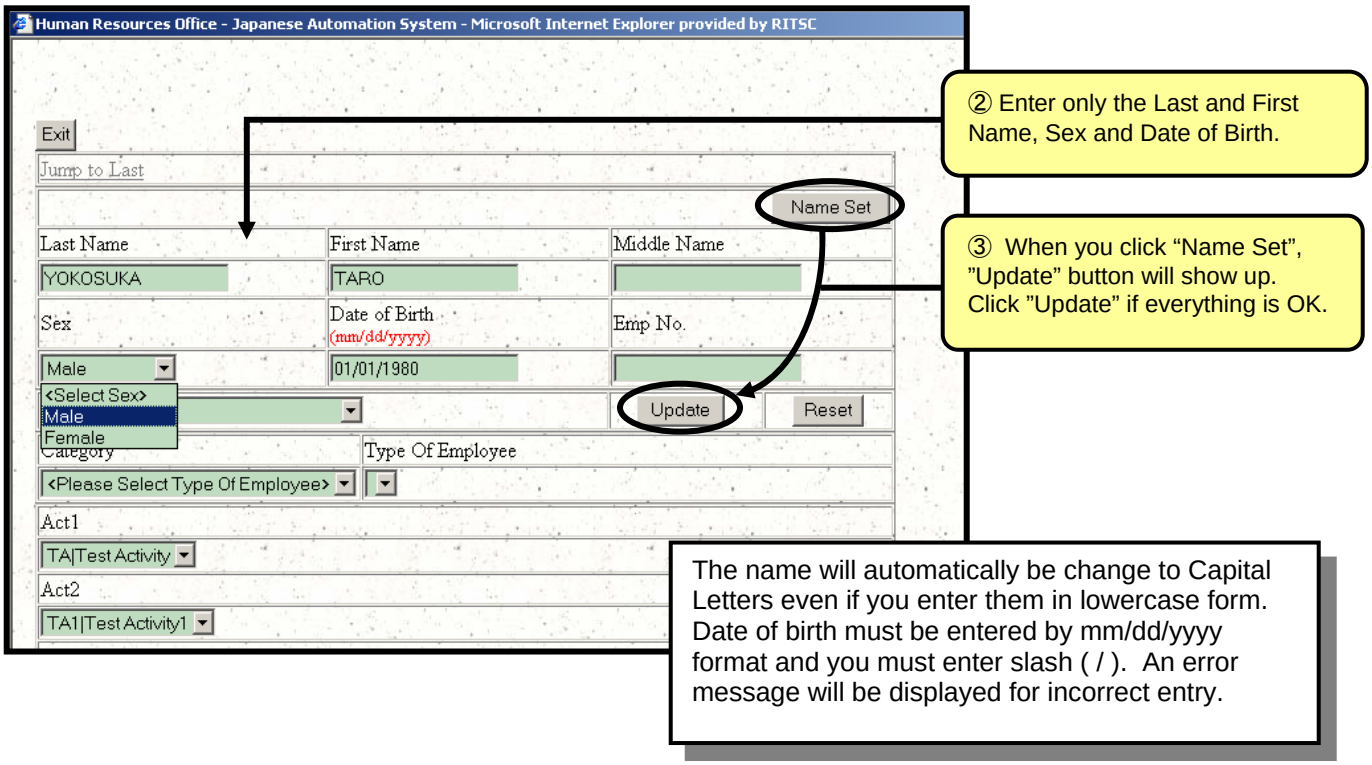
New Employee Registration:

Before preparing appointment PAR / ONPA, you must first register selectee's basic information as Employee Data, such as name, sex, and date of birth.

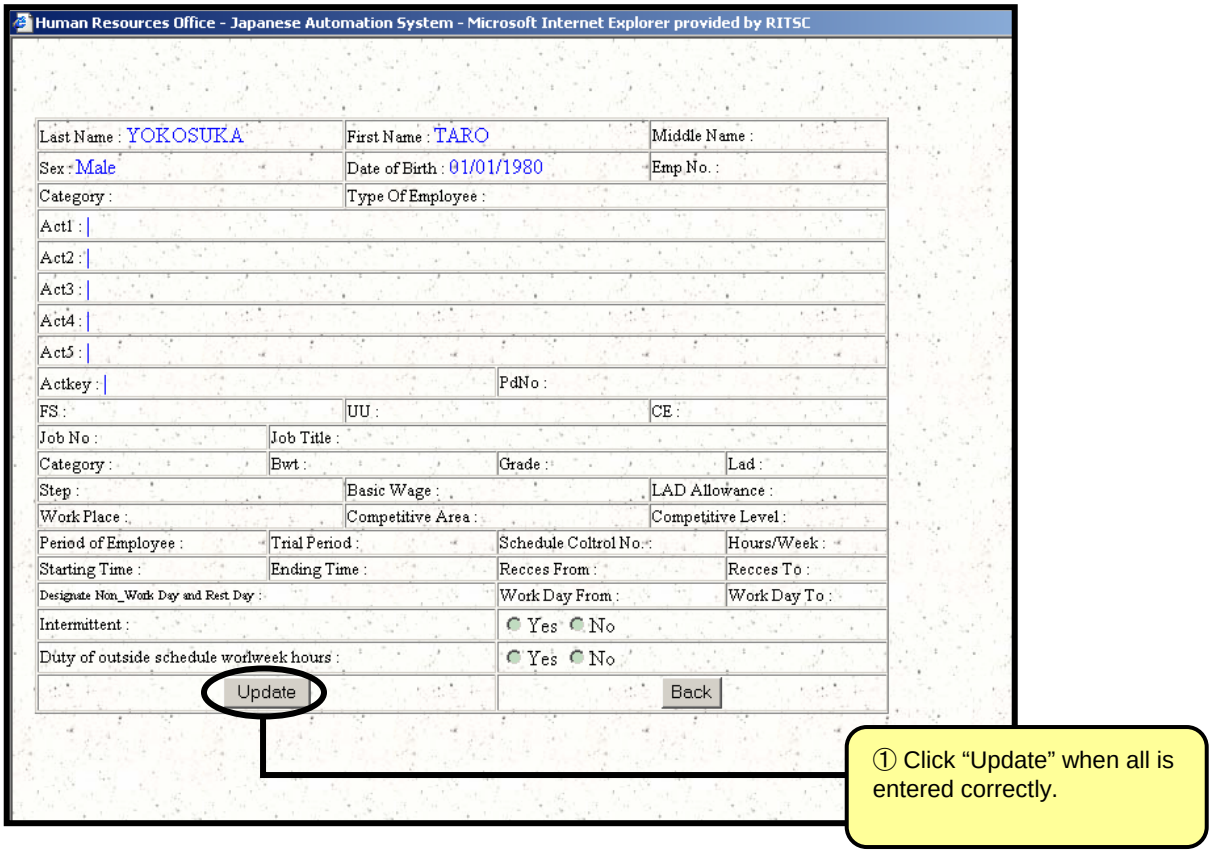
1. Go to the Registration Screen and Enter Employee Data:

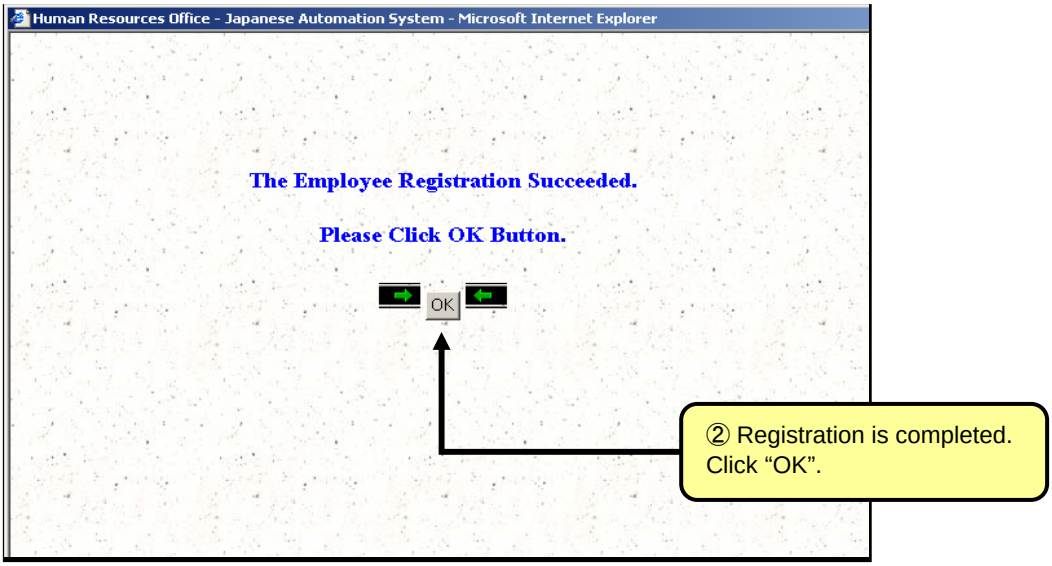
【From Main Menu: "Employee" → Click "New Employee Registration" 】





2. Register an Employee:

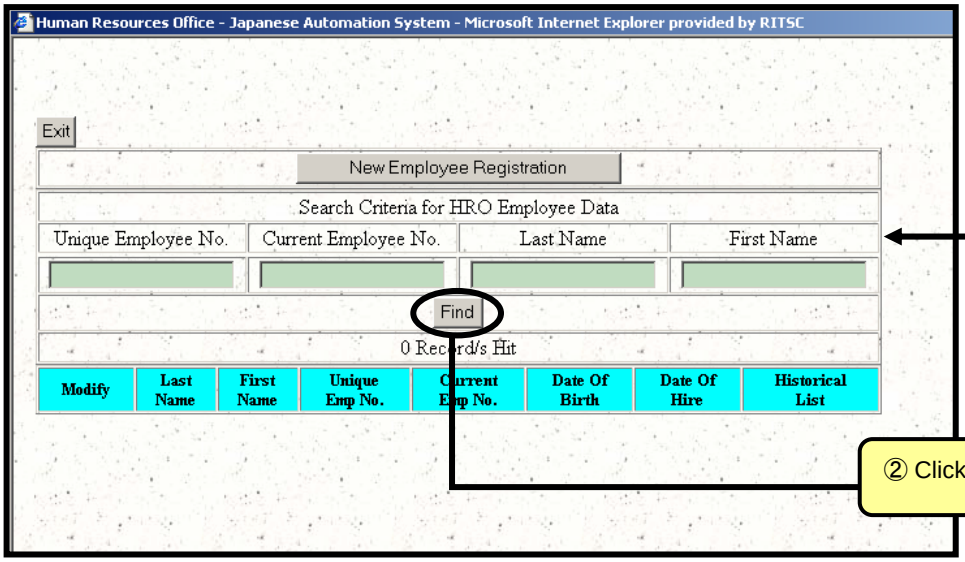




1-2 Search Employee Data:

1. Search Employee Data:

【From Main Menu: Main Menu → Click Employee】

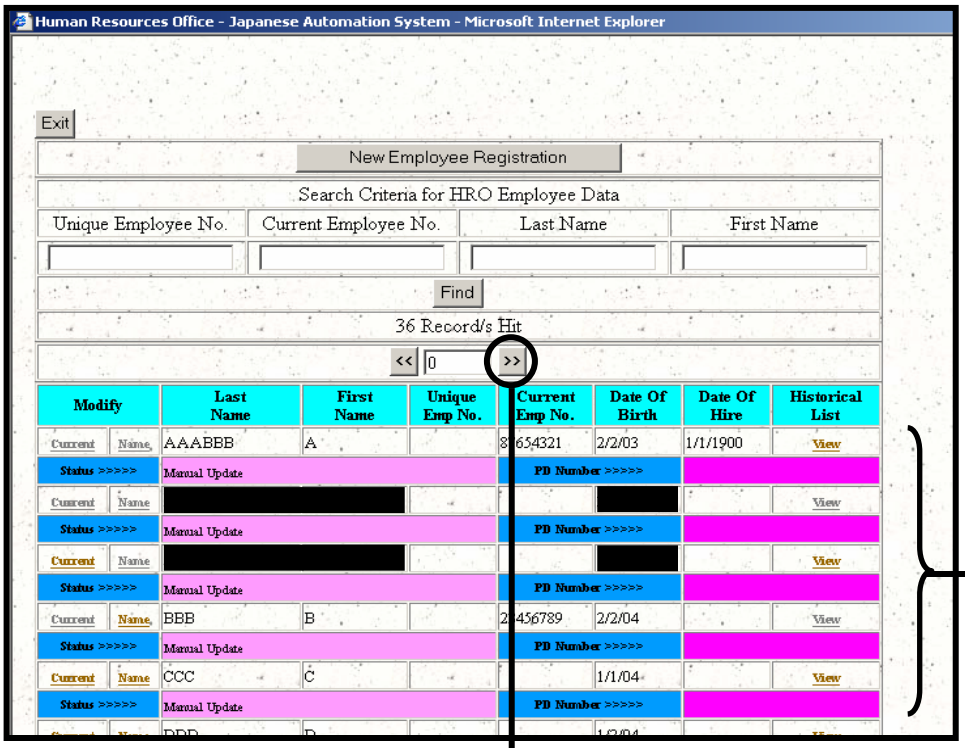


① You can find an employee by entering on or combination of the following:

* Employee No. (Unique)
* Employee No.（Current）
* Last Name
* First Name

② Click “Find” after entering a key word.

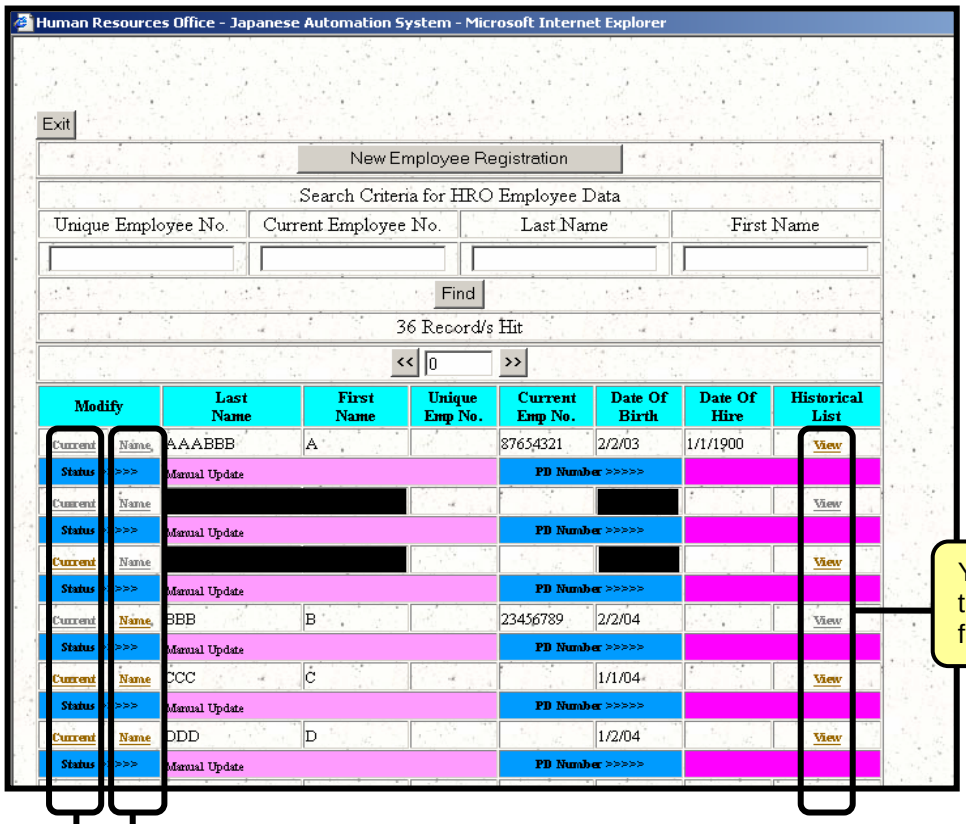
By clicking “Find” without any entry, you will be able to see all employees’ data under your authorization.



Search result will list 10 employees per page.

Click this button to move to the next pate.

From below list, you will be able to update Employee's current Data, make changes to the name, and view history of personnel actions.



You fill be able to see the history of actions from "View" field.

You can make changes to the name from "Name" field.

You can view and update employee data from "Current" filed.

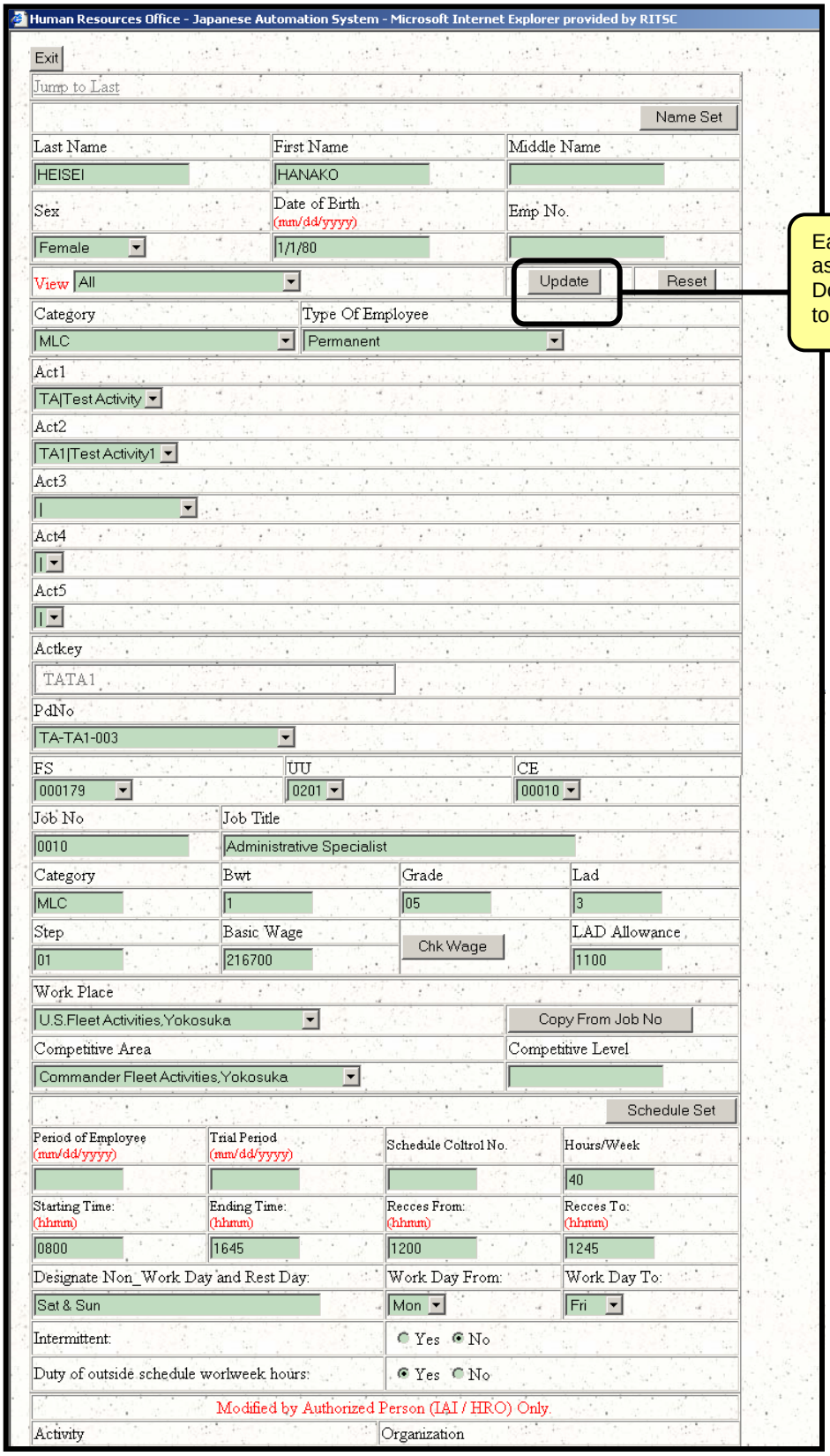
When you can't find employee data:

DON'T RE-REGISTER!! Contact HRO!!!

If there is err in Activity's database, you may not be able to view employee data.

1-3 Review/Correct Employee Data:

【From Main Menu: Main Menu → Click “Employee”】



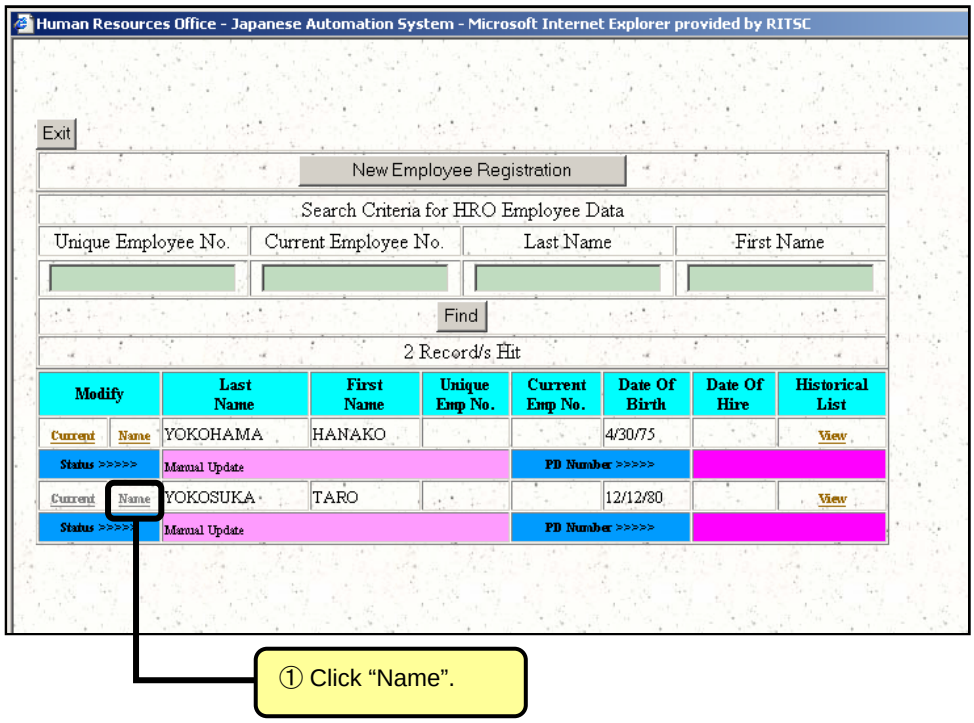
Each column can be corrected as necessary.
Don’t forget to click “Update” to reinstall new data.

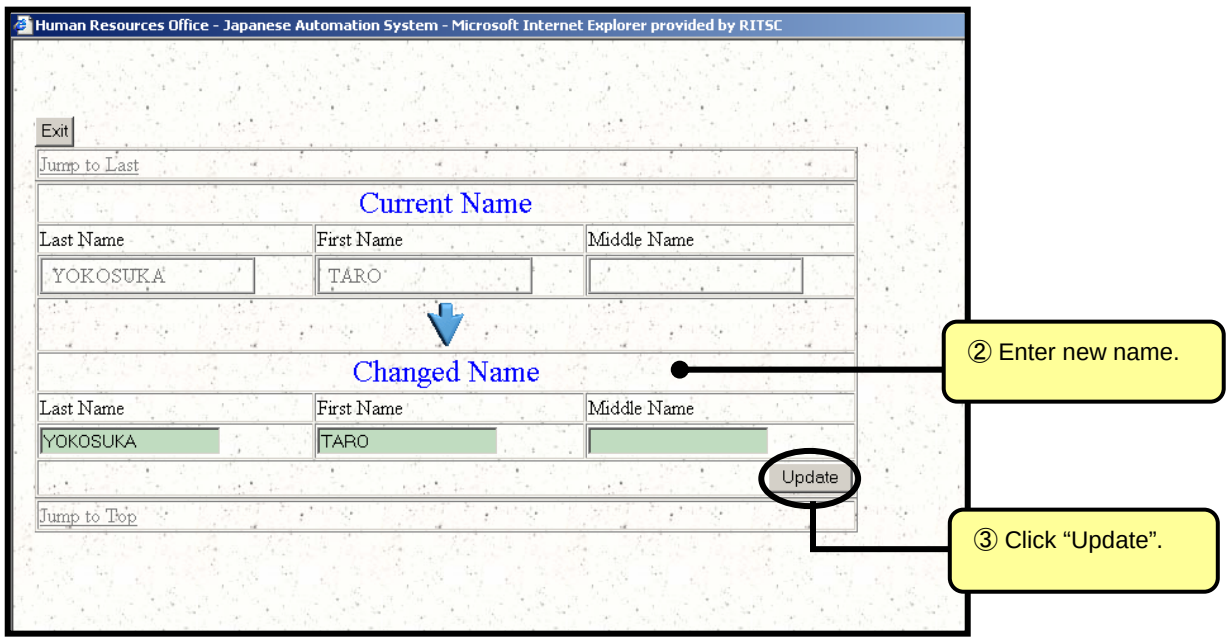
1-4 Name Change:

HRO will change employee's name upon receipt of a document requesting "Name Change". Please also contact us if there is a mistake in employee's name.

1-4 Name Change:

【From Main Menu: "Employee" → Search Employee → Click "Name".】



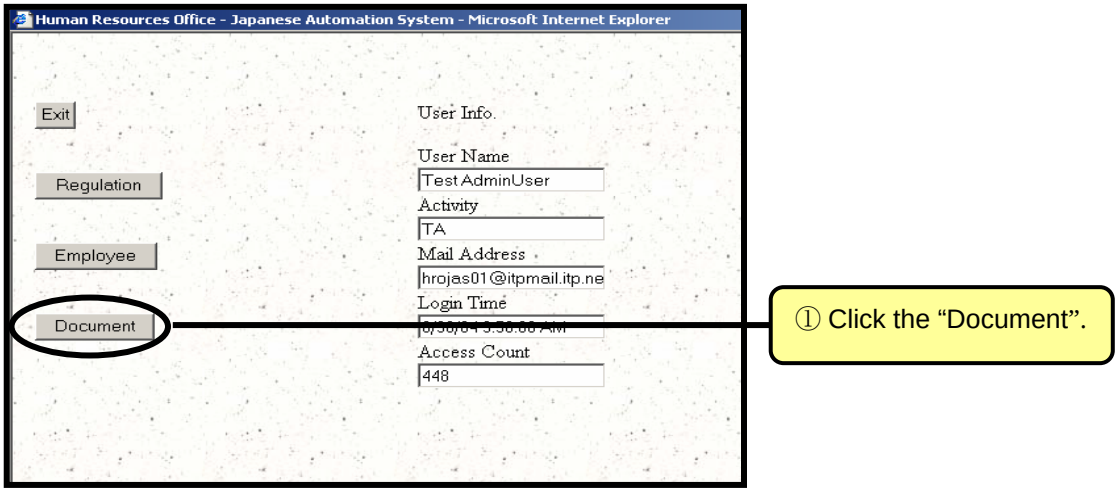


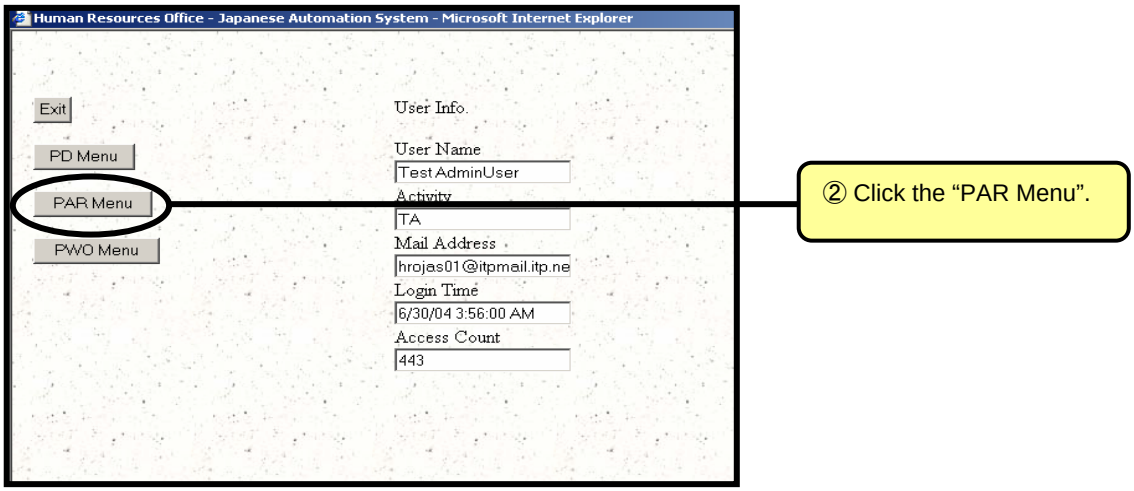
2. PAR / ONPA

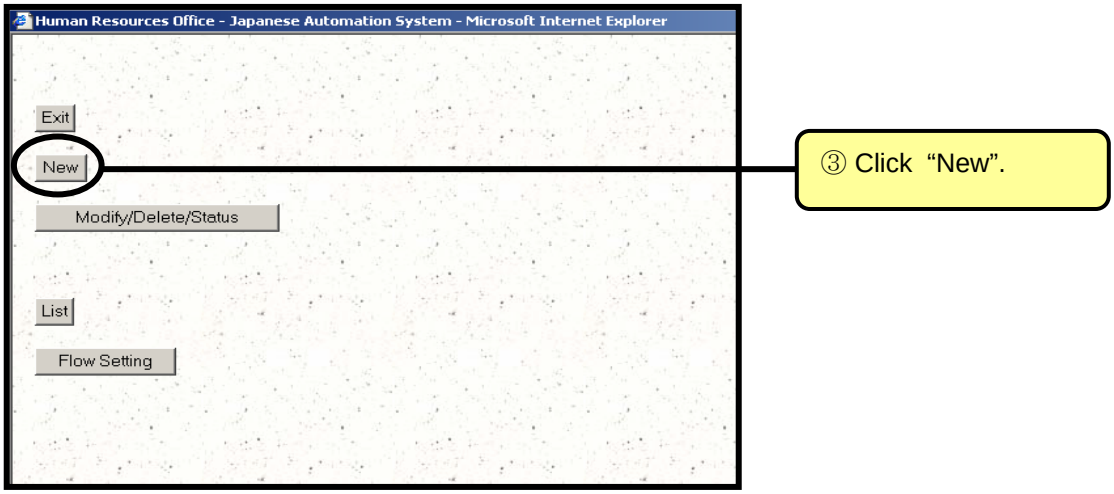
2-1 Create PAR / ONPA

1. Open PAR / ONPA Creation Screen:

【To enter this screen from Main Menu: Main Menu → Document → PAR Menu → New】



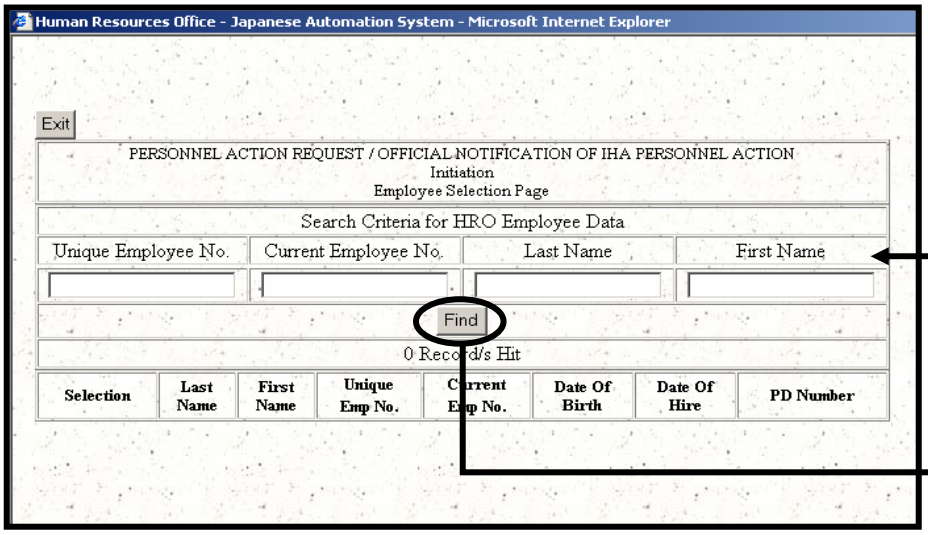




2. Select an Employee:

You must select an employee first before creating/processing PAR / ONP. You must refer to section “5-4, How to register a new employee” in this desk guide to register those newly hired employees not having their data in JAS.

Note for Mass Action:
First select an employee, although you are processing a single PAR/ONPA that covers multiple employees.



① You can find an employee by entering either one or a combination of the following:

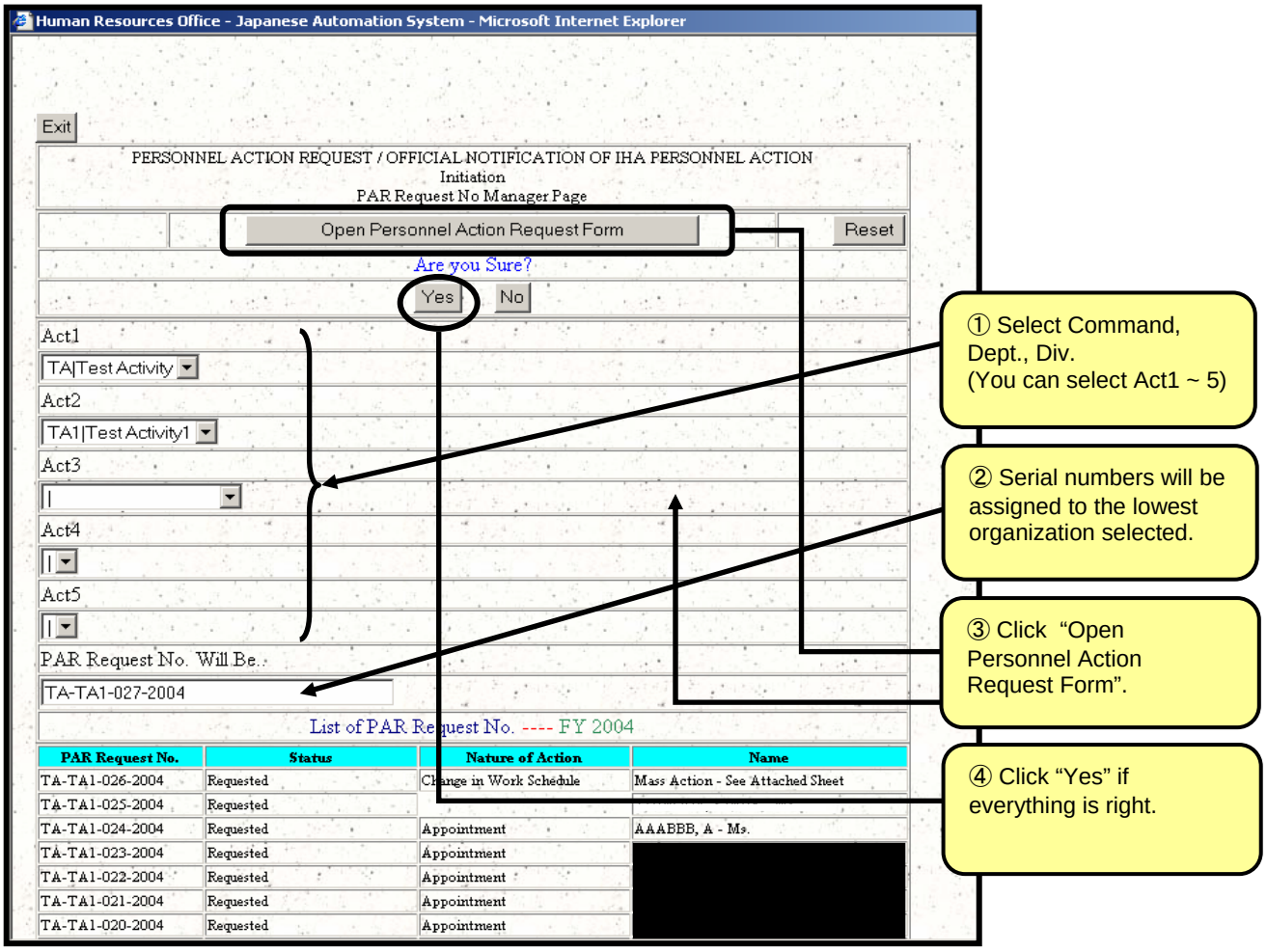
- Employee number（Unique）
- Employee number (Current)
- Last Name
- First Name

②Click “Find” .

③ When you click the employee’s name, you’ll be taken to the next screen.

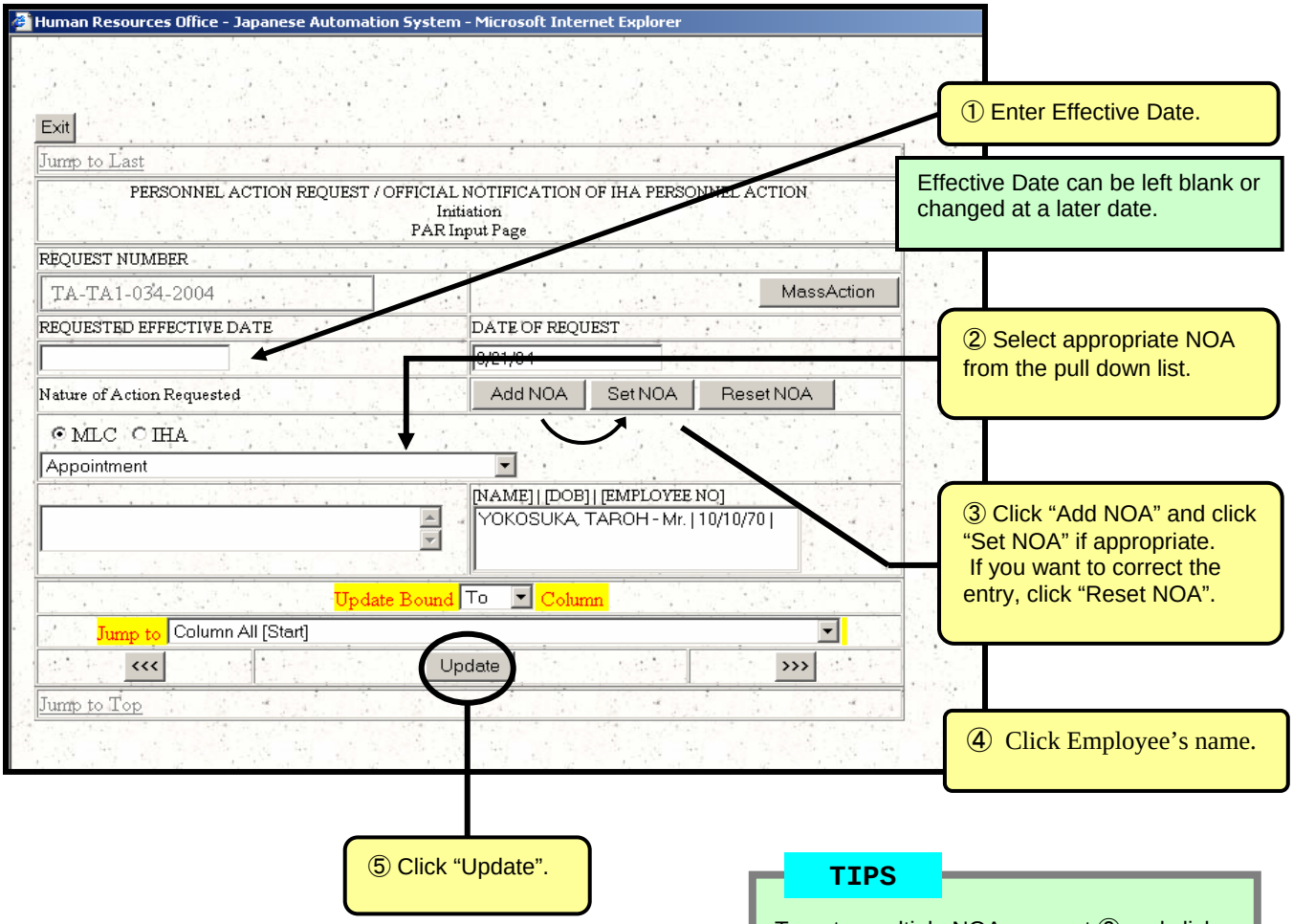
3. Determining Request Number:

A PAR / ONPA request number is automatically assigned when selecting an organizational location.
You will not be able to assign numbers to those non-registered or non-authorized organizational codes.
PAR/ONPA request numbers will be renewed every FY.



4. Enter Effective Date and Nature of Action:

PAR / ONPA screens are divided by each column.
First screen is for Effective Date and Nature of Action Column.



TIPS

To enter multiple NOAs, repeat ② and click “Add” “Set” again.

! IMPORTANT !

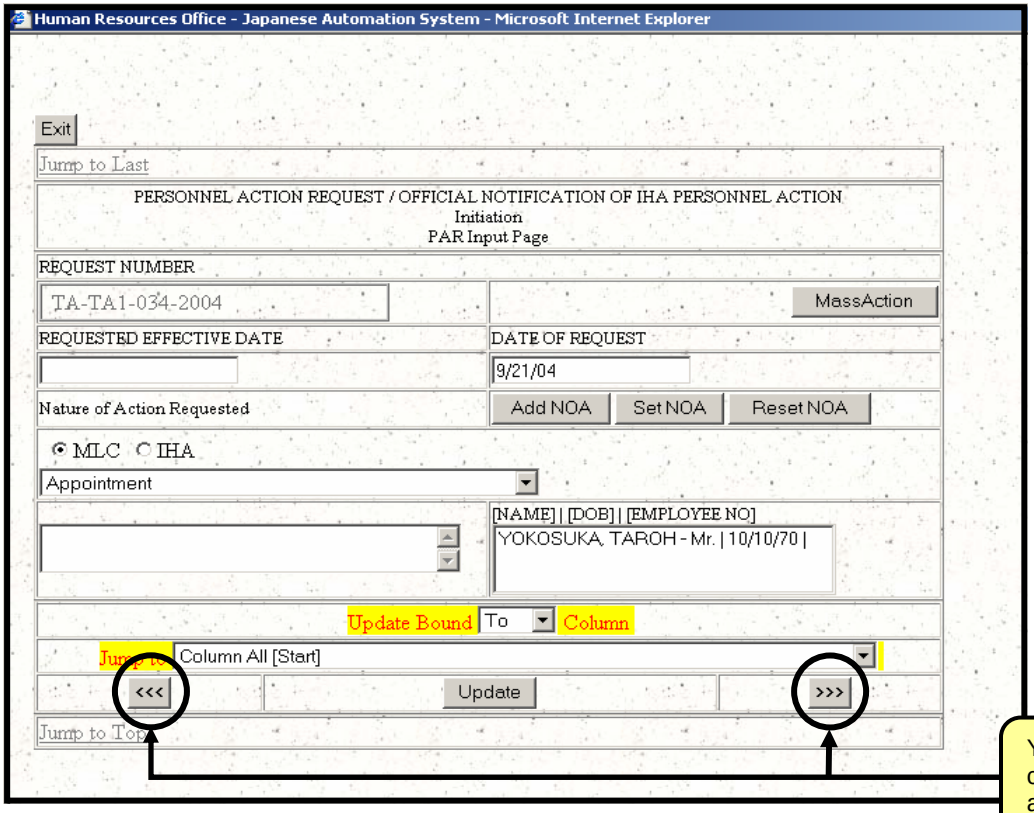
● YOU MUST CLICK AN EMPLOYEE’S NAME in the first column before update. You will receive an error message stating ”Please Click Employee List” if you don’t. Click employee’s name and Update when error message appears.

● Before leaving each column, you always need to click ”Update” and make sure that the data is updated. Otherwise, you will be repeating entries.

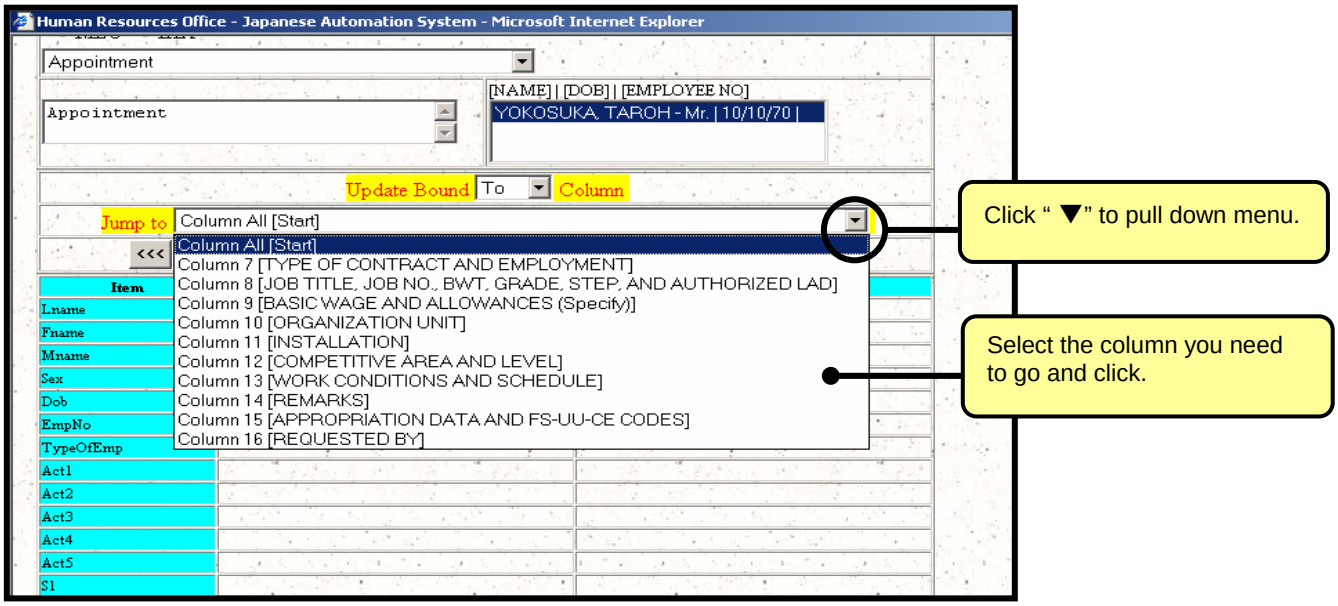
5. To Move to the Next Column:

There are two ways to move to next column. You can move one by one, or move directly to the column you need to go.

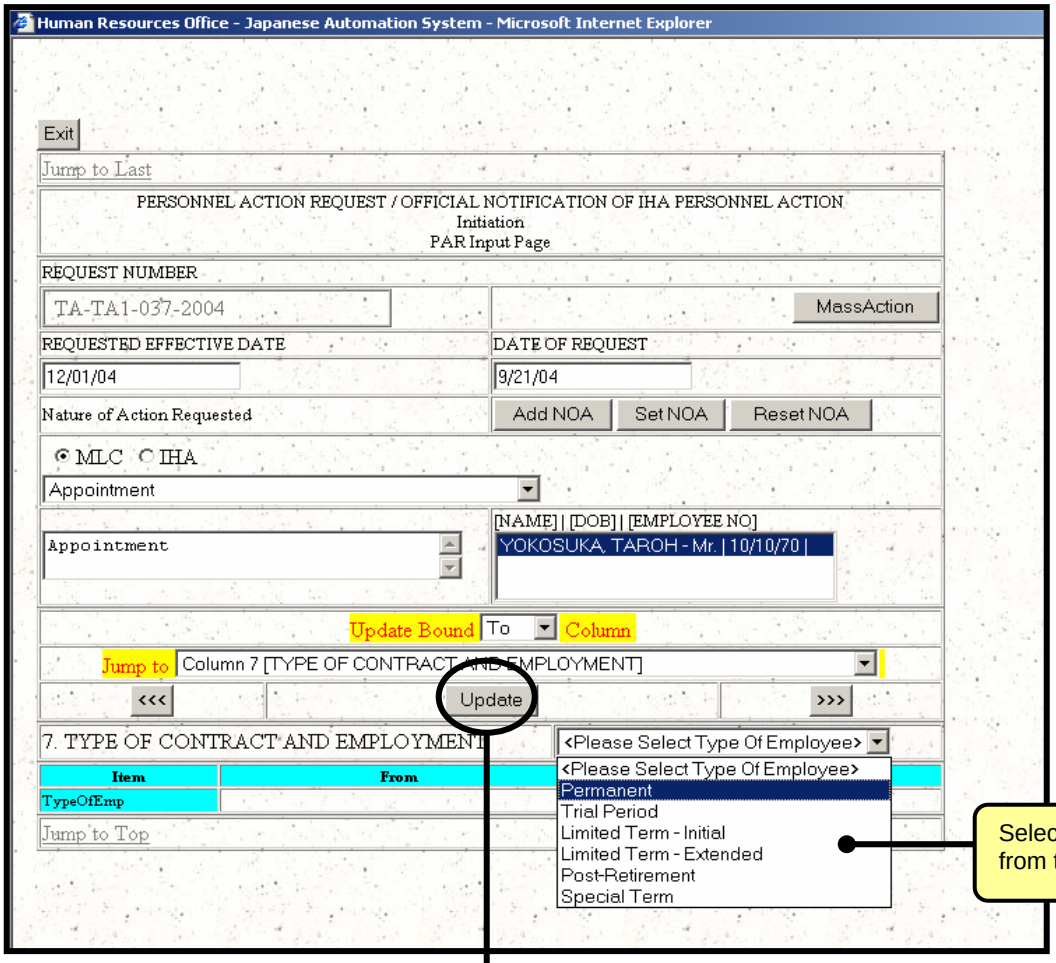
A. To move one by one:



B. To move directly to the column you need to go:

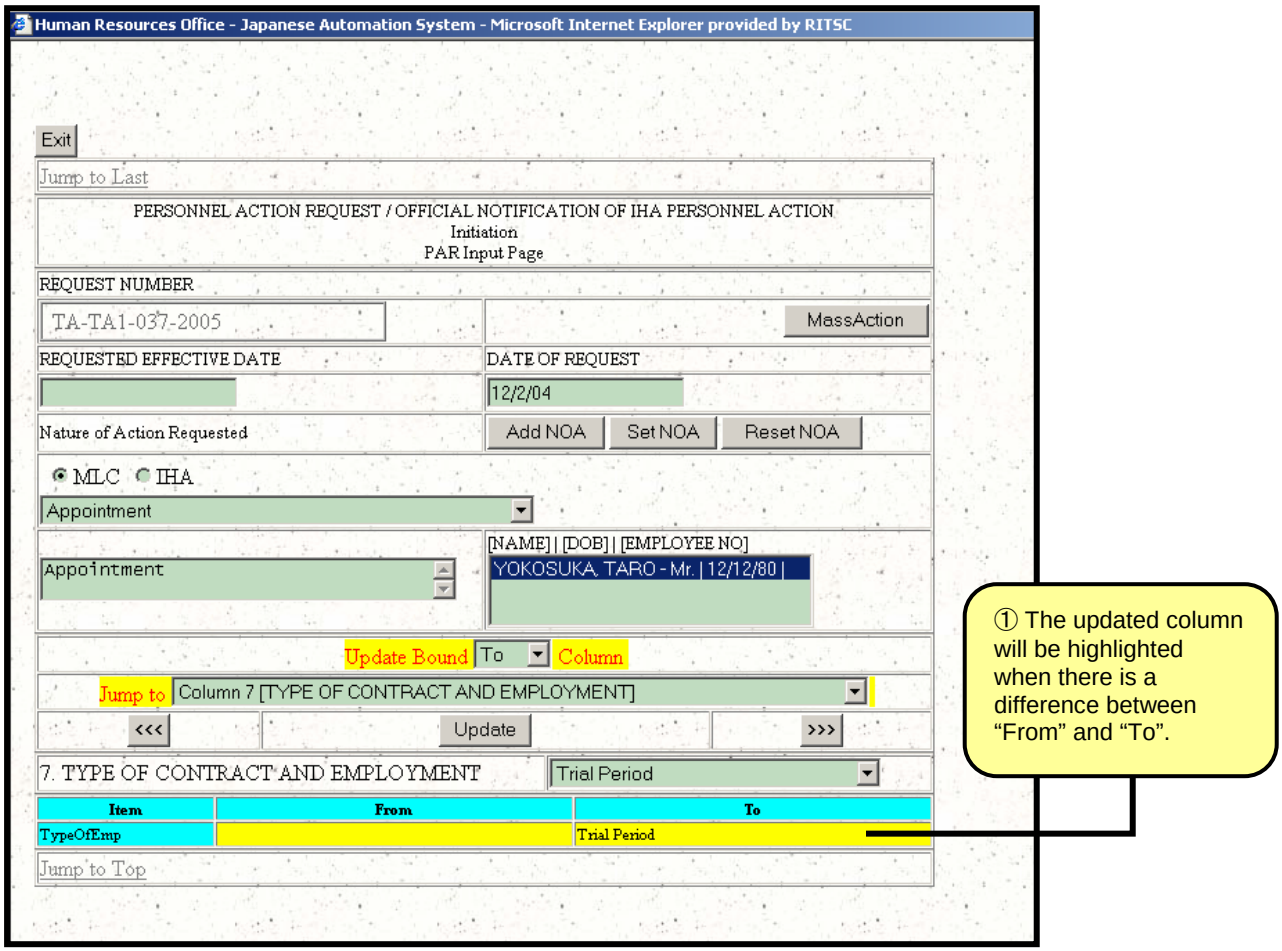


6. Select Types of Employment:



7. To Review Updated Information:

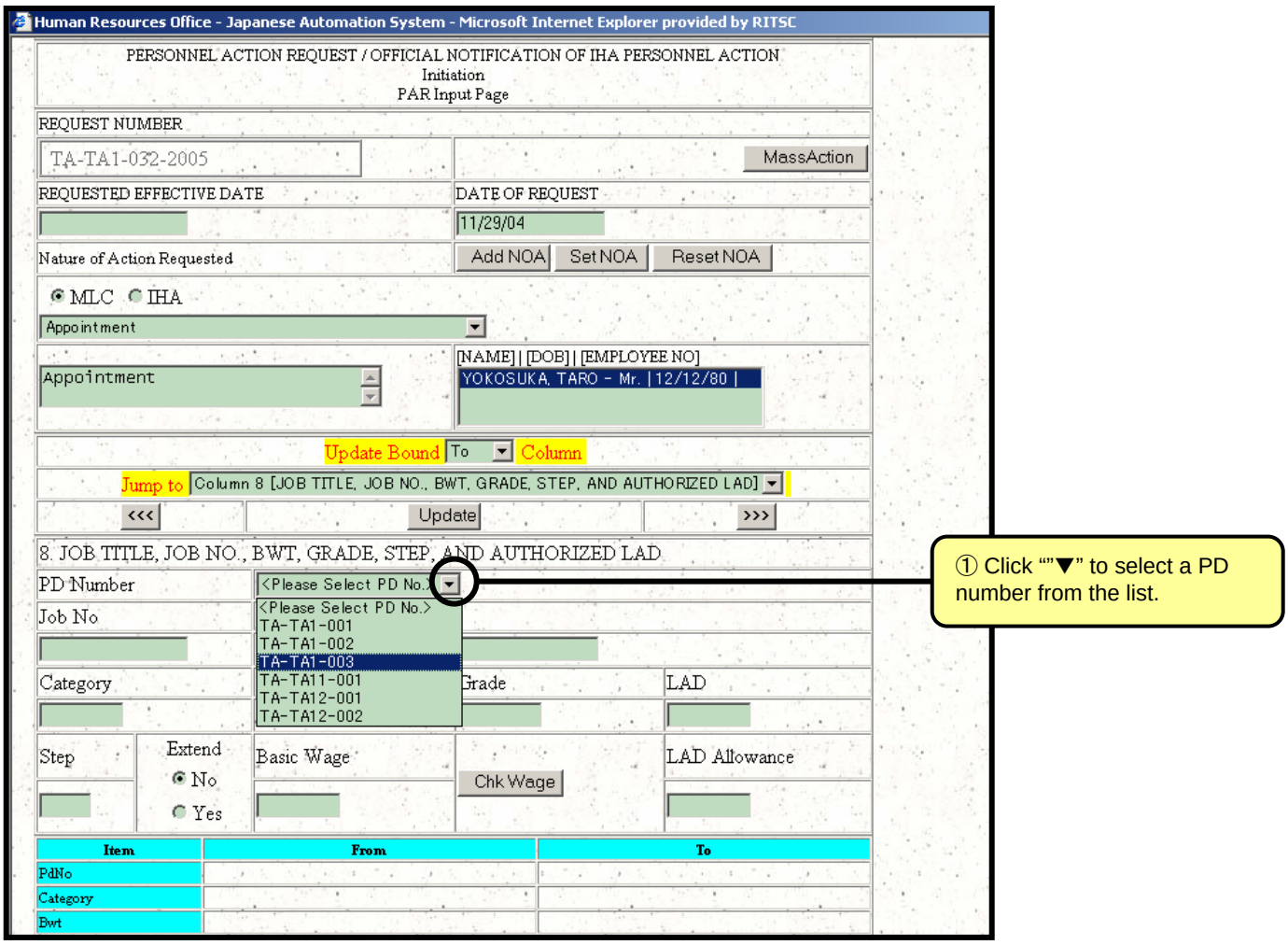
Updated data entered by clicking the “Update” button is shown at the bottom of the screen. When there is a difference in the data saved in the “From” and the filed of “To” column, such fields will be highlighted so that you will be able to make sure that new data is added.



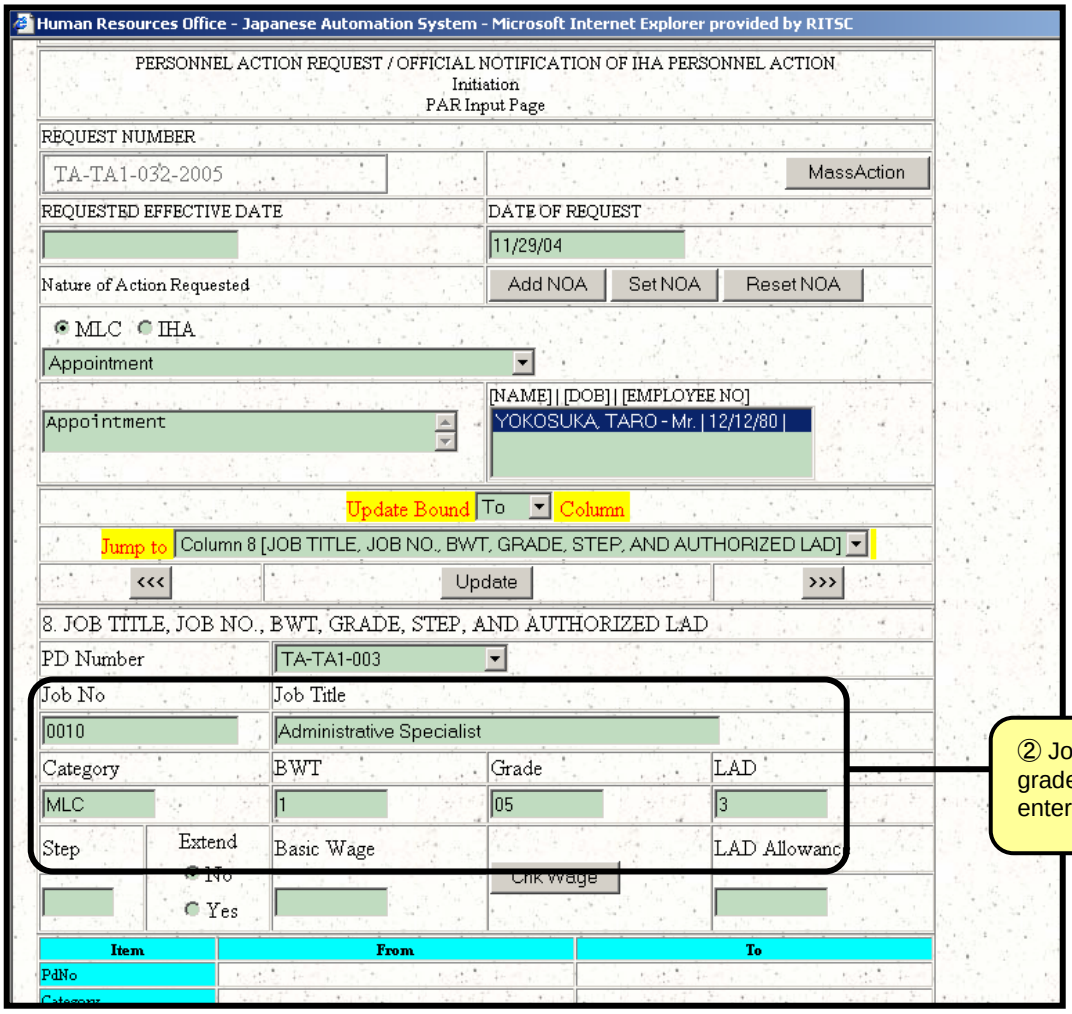
① The updated column will be highlighted when there is a difference between “From” and “To”.

8. Enter PD Number, Job Title, Job Number, Grade and LAD:

JAS will automatically update Job Title, Grade, LAD by selecting a PD number. Also, when PAR/OMPA is authorized, a PD will automatically connect to the Employee Data. You can also enter each column manually, but if a PD is not registered, it will not be connected to the Employee Data.



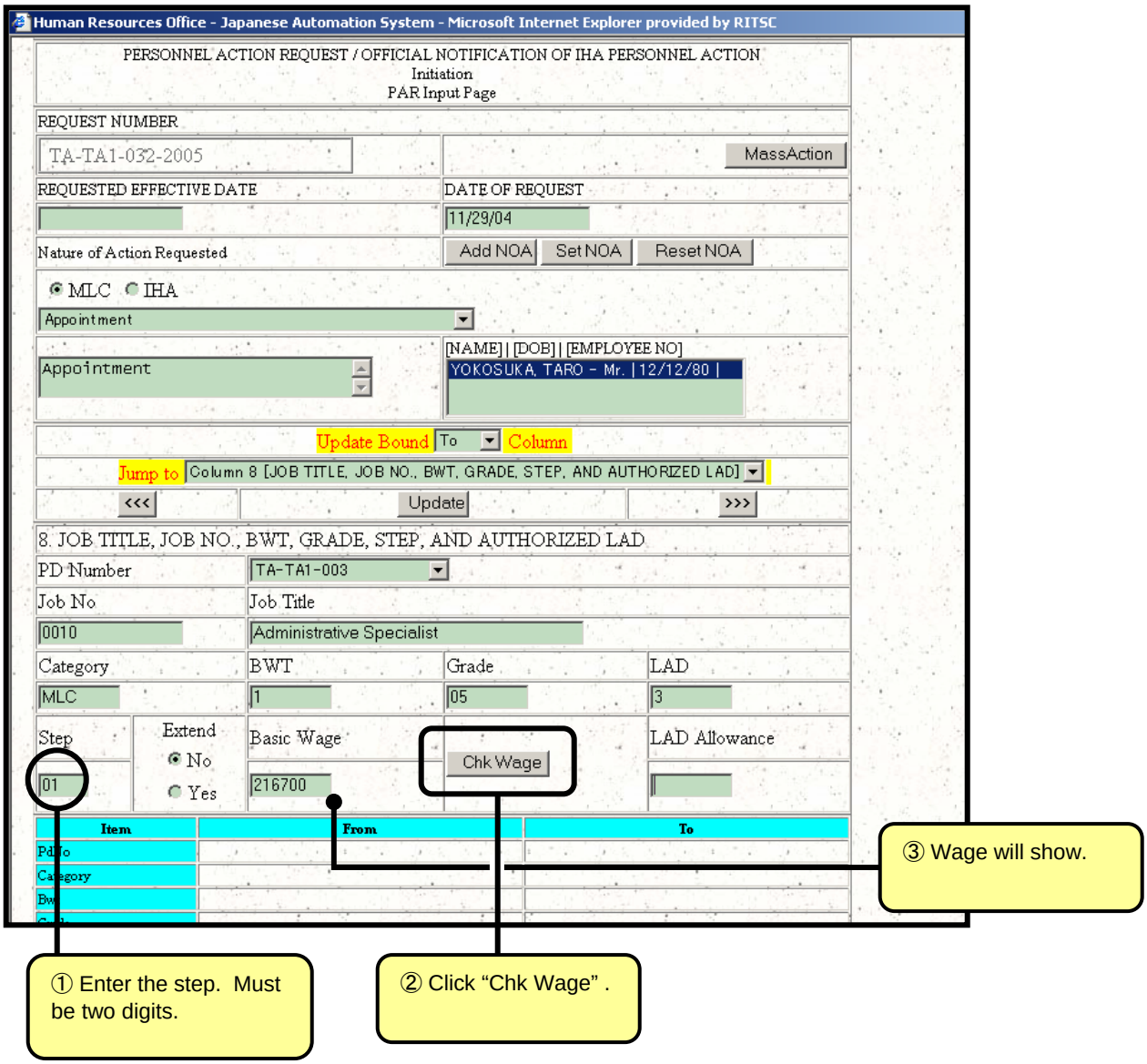
① Click “”▼” to select a PD number from the list.



② Job number, title and grade are automatically entered.

9. Enter Step and Wage:

Wage will automatically be posted by entering a step. However, the program JAS does not calculate wages for promotion, change to lower grade, or extended step. Please refer to the Wage Table for such cases.

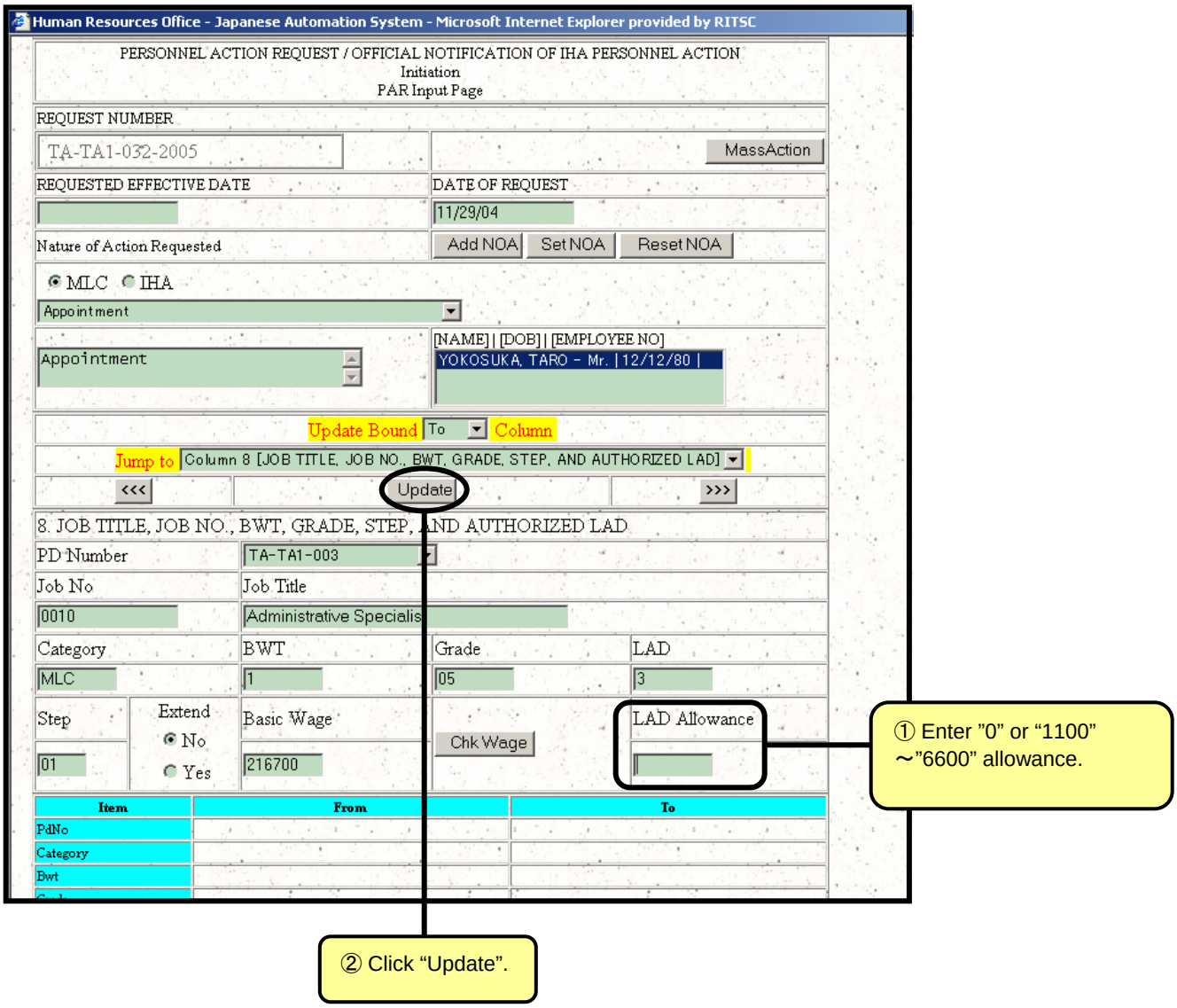


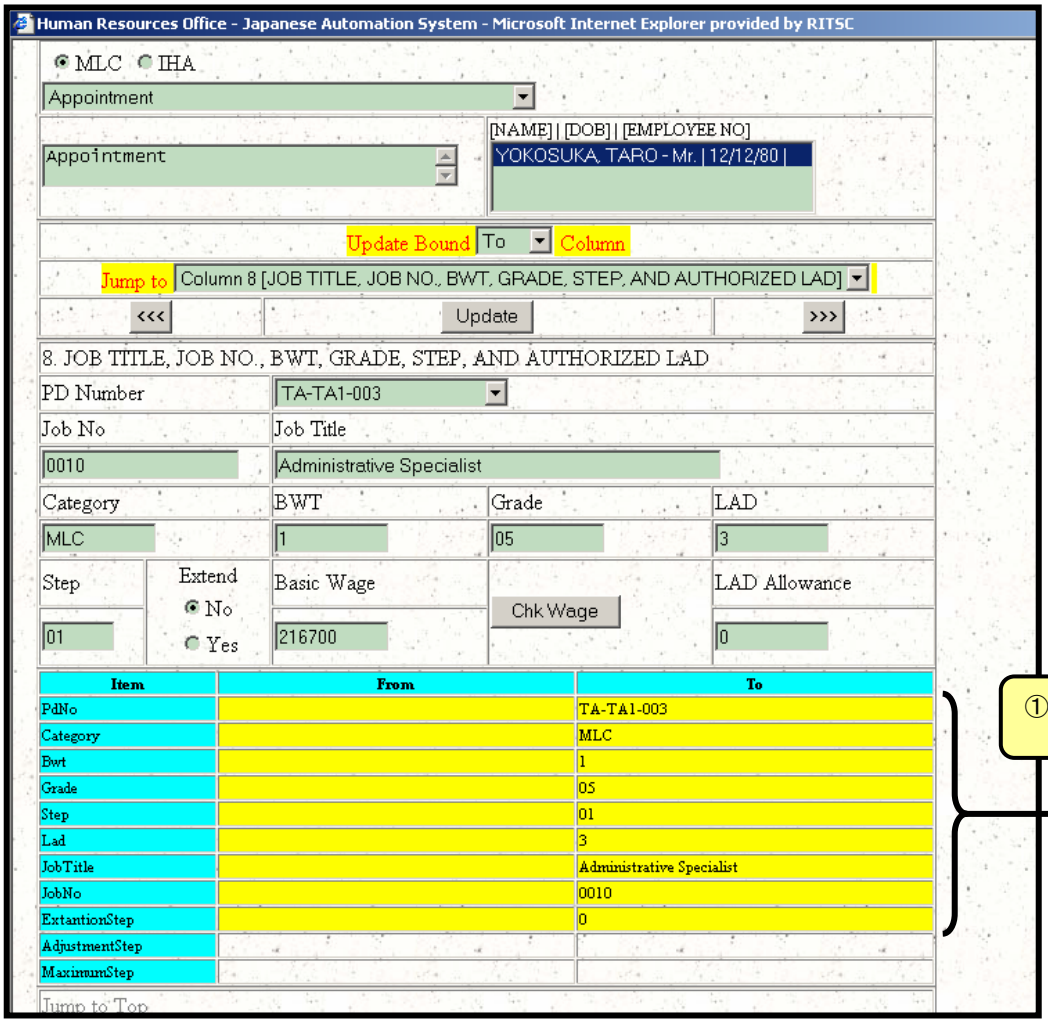
TIPS

Step can be entered manually or left blank. You must calculate the appropriate wage and enter it manually for “Detail” actions or placing between steps (i.e, 04/05) such as “Change to a lower grade for operational requirement” actions.

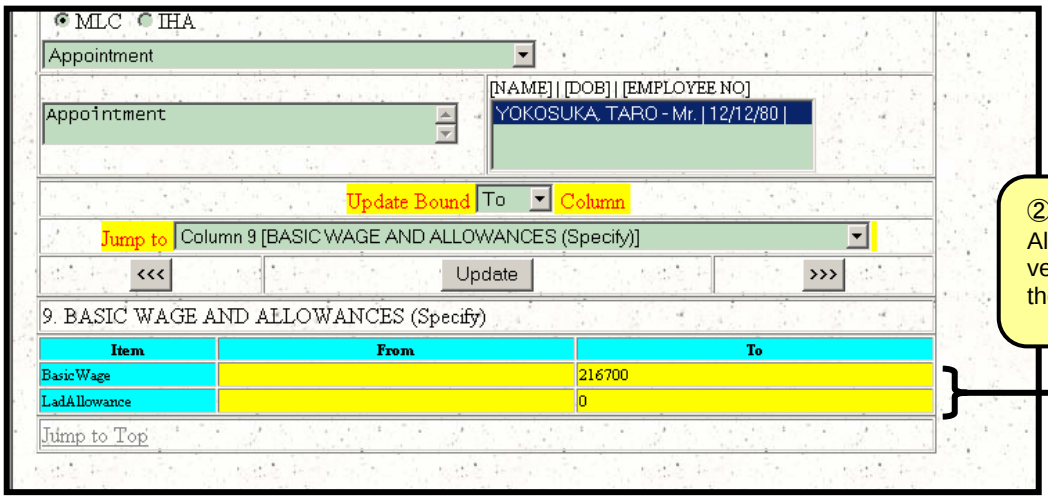
10. Enter Language Allowance:

You may enter Language Allowance manually. Enter ”0” or a four digits number.



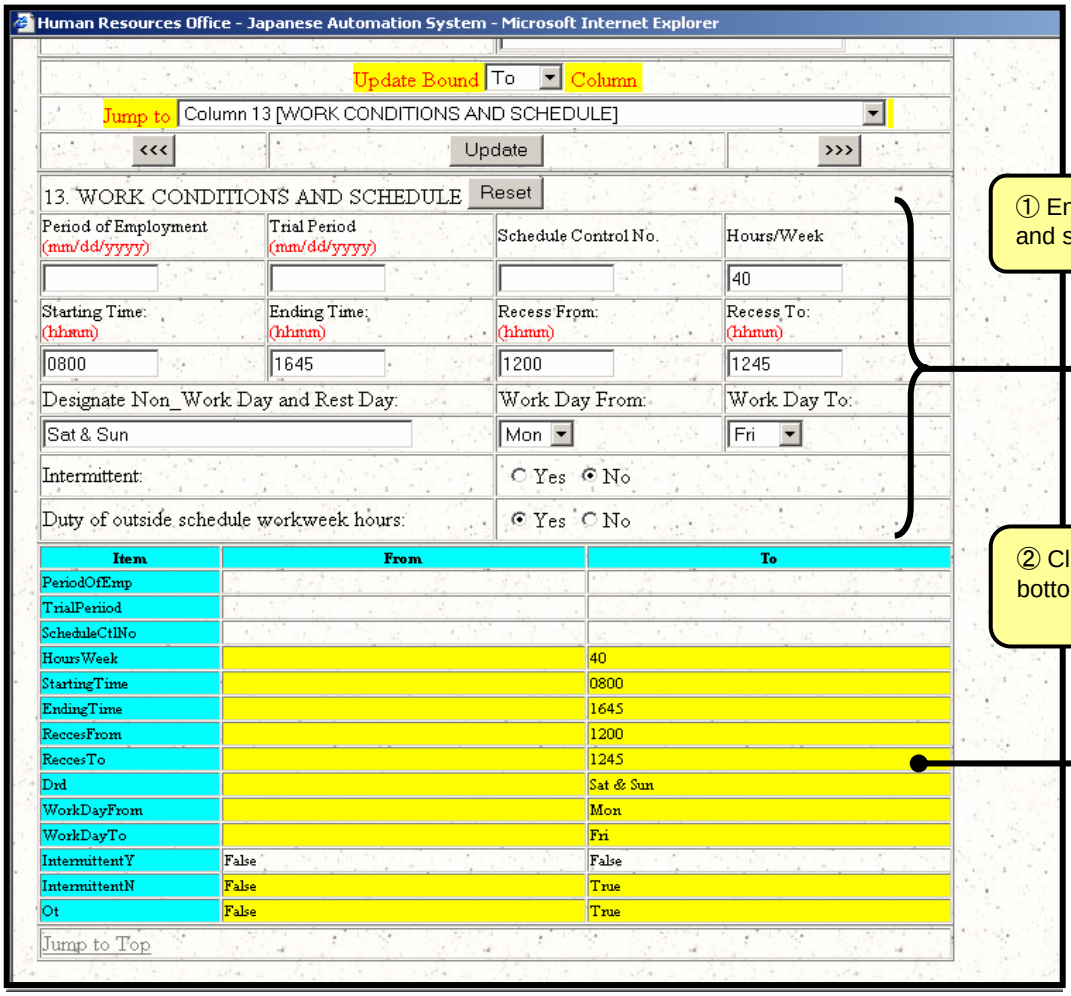


① All data is updated.



② Wage and Language Allowance can be verified by moving to the next column.

11. Enter Working Hours:

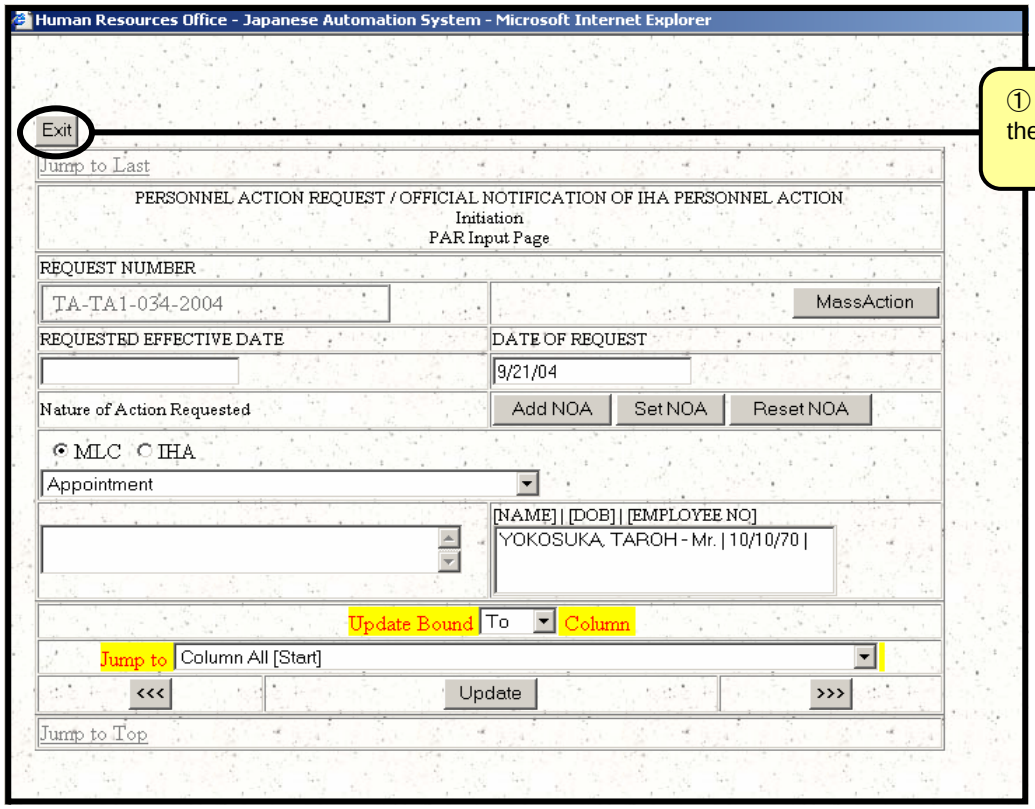


① Enter working hours and schedule.

② Click “Update” at the bottom of the screen.

12. Clsoe PAR / ONPA Screen:

To close the PAR/ONPA screen after creating it, you need to click “Exit”.
Before closing the screen, make sure that all data is updated by clicking “Update”.



① Click “Exit” to close the screen.

3. Flow:

3-1 Flow:

PAR/ONPA is flowed to the next person by using e-mail, but you are not attaching the data to the e-mail. The e-mail only shows the hyperlink address that stored PAR/ONPA data, and by clicking it, next person will be able to open the data directly.

Basic PAR/ONPA flow is listed below. However, each activity can customize their own flow by adding or deleting below steps.

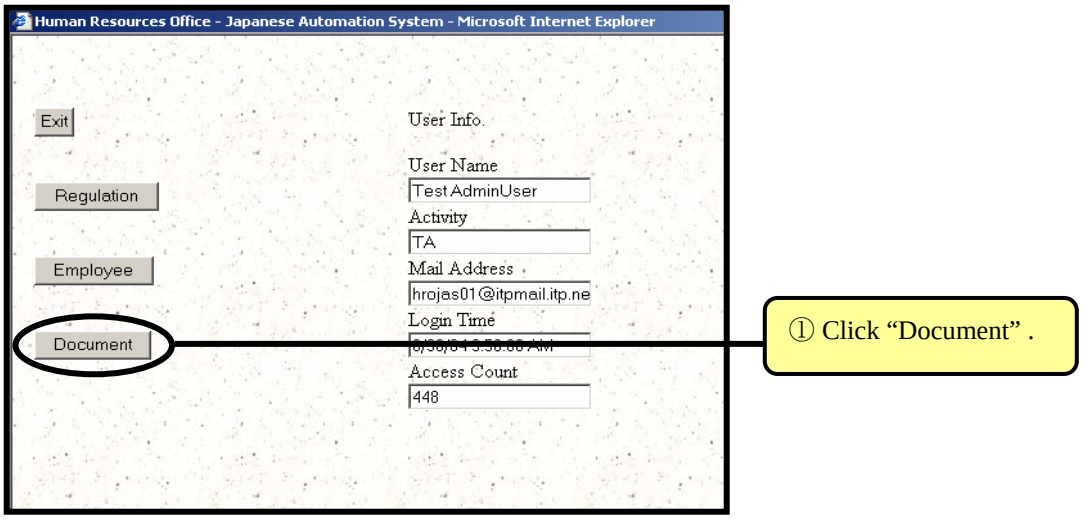
【Initiator 】	Can create, correct, cancel, delete and print PAR/ONPA.
↓	
【Requester】	Can review, print, approve and disapprove PAR / ONPA. Can't create, correct or delete PAR / ONPA.
↓	
【Certifier】	Can review, print, approve and disapprove PAR / ONPA. Can't create, correct or delete PAR / ONPA.
↓	
【HRO】	Can correct, cancel and print PAR / ONPA> Can't delete PAR / ONPA.
↓	
【COR】	Can review, print, approve and disapprove PAR / ONPA. Can't delete PAR / ONPA.

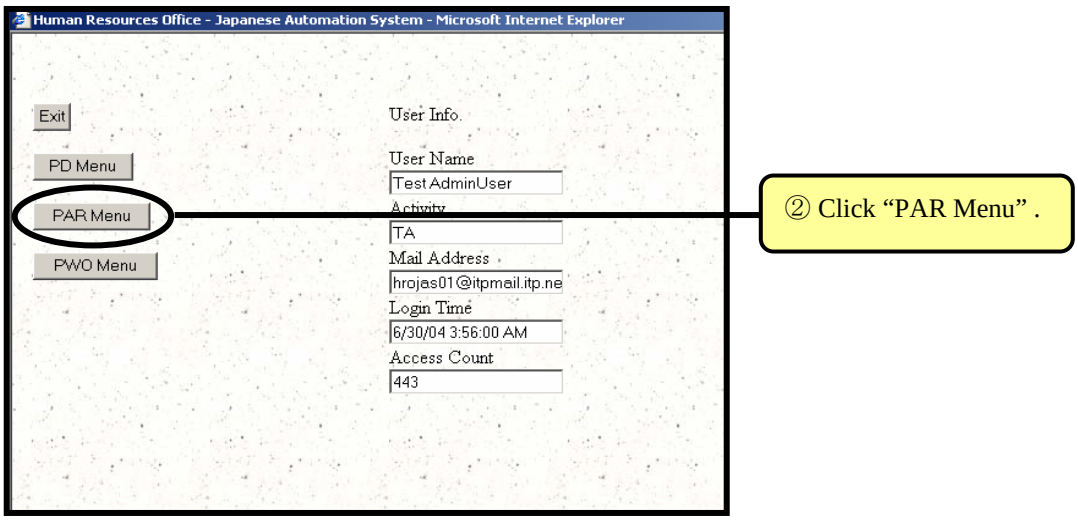
Only the initiate or HOR can correct PAR/ONPA. When a requester or a certifier finds mistake, PAR/ONPA must be returned to the initiator to make correction.

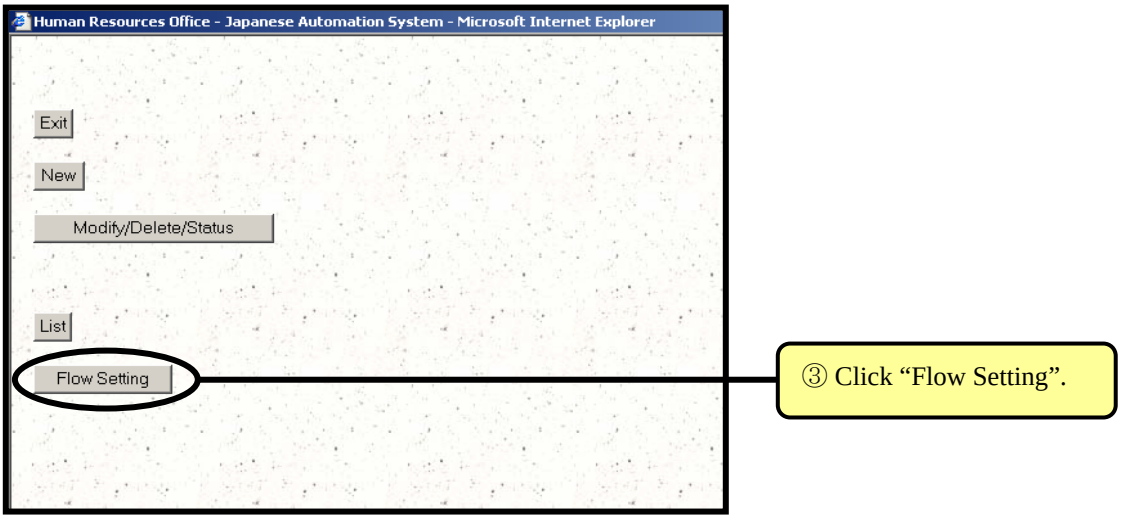
3-2 Flow Setting:

1. Open Flow Setting Screen:

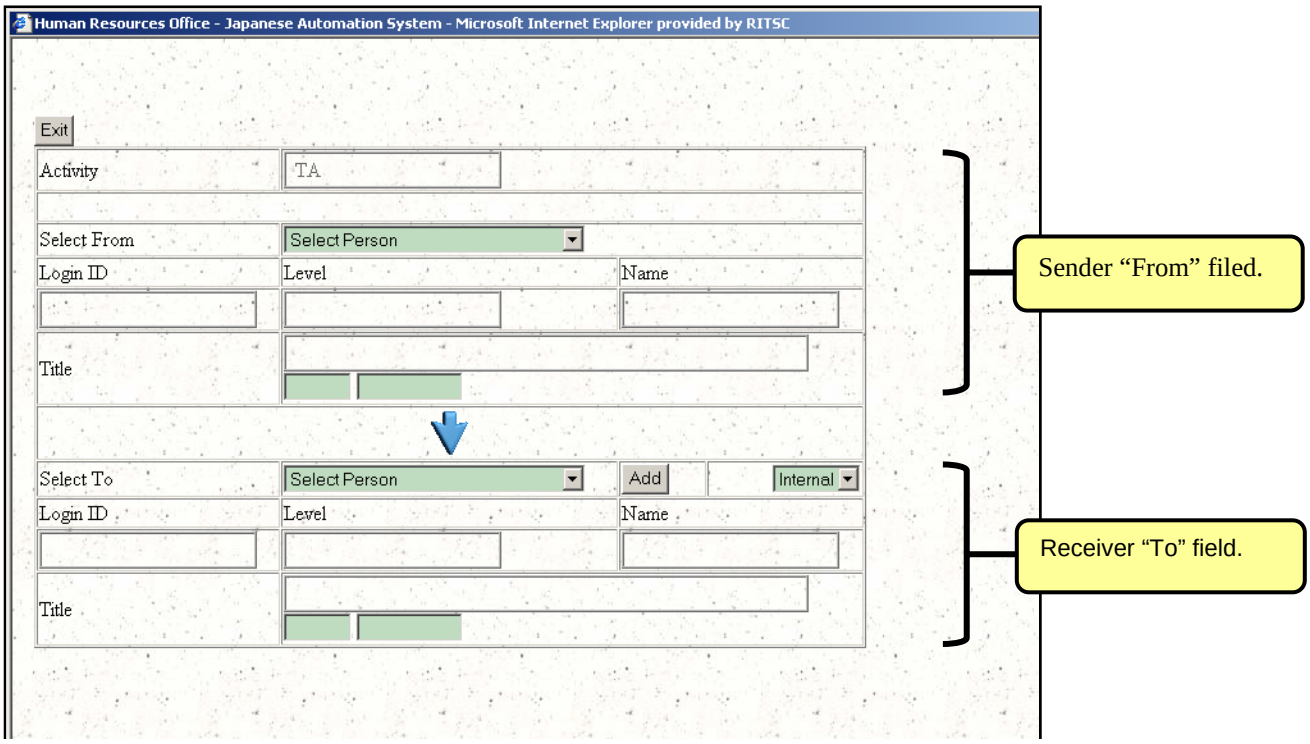
【From Main Menu: → Document → PAR Menu → Click “Flow Setting”】





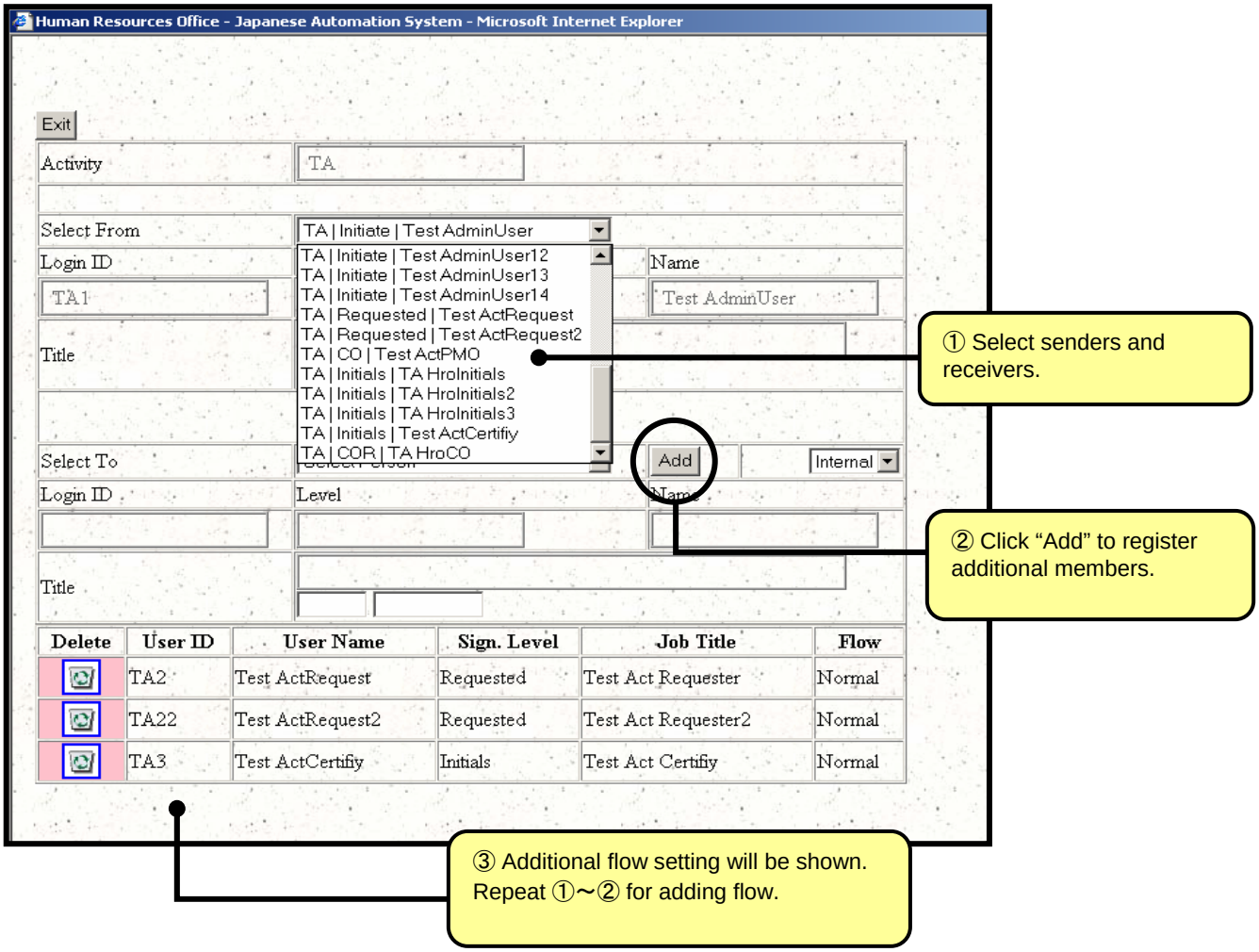


▼Flow Setting Screen:



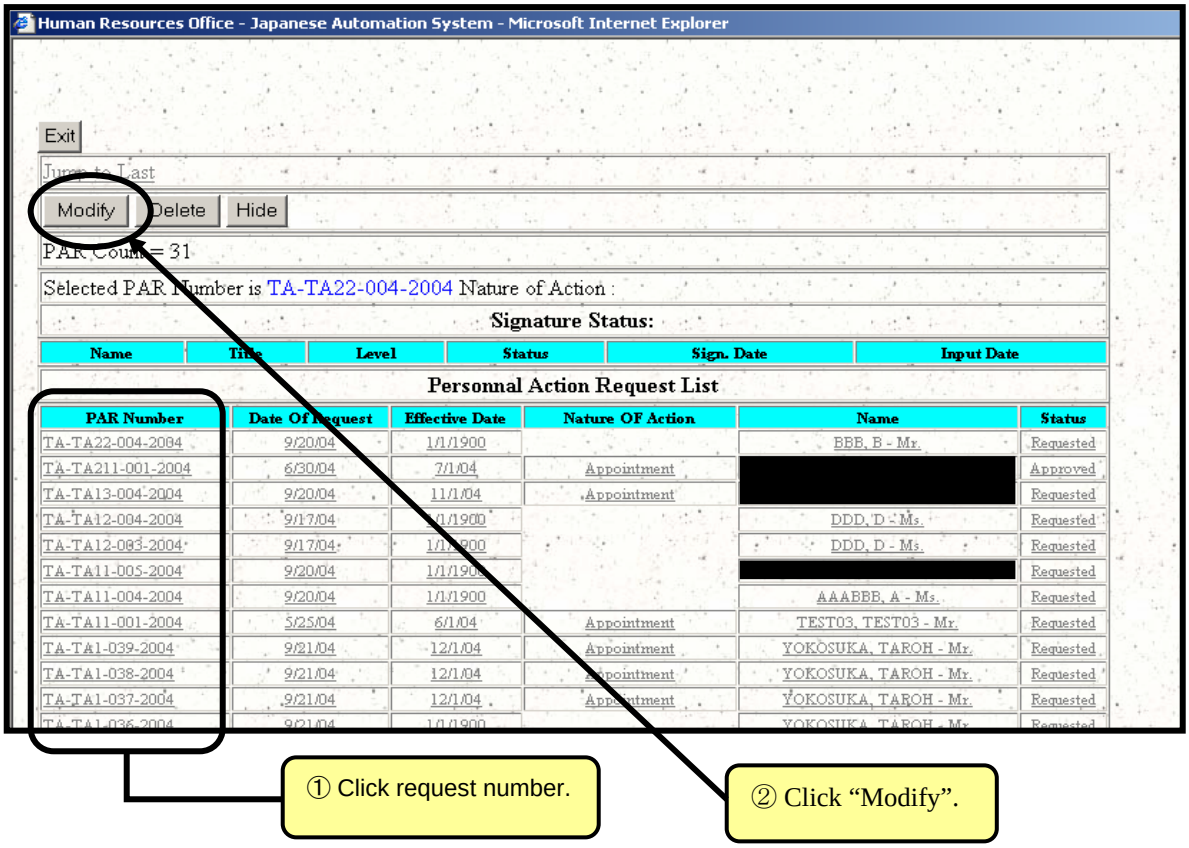
2. Flow Setting:

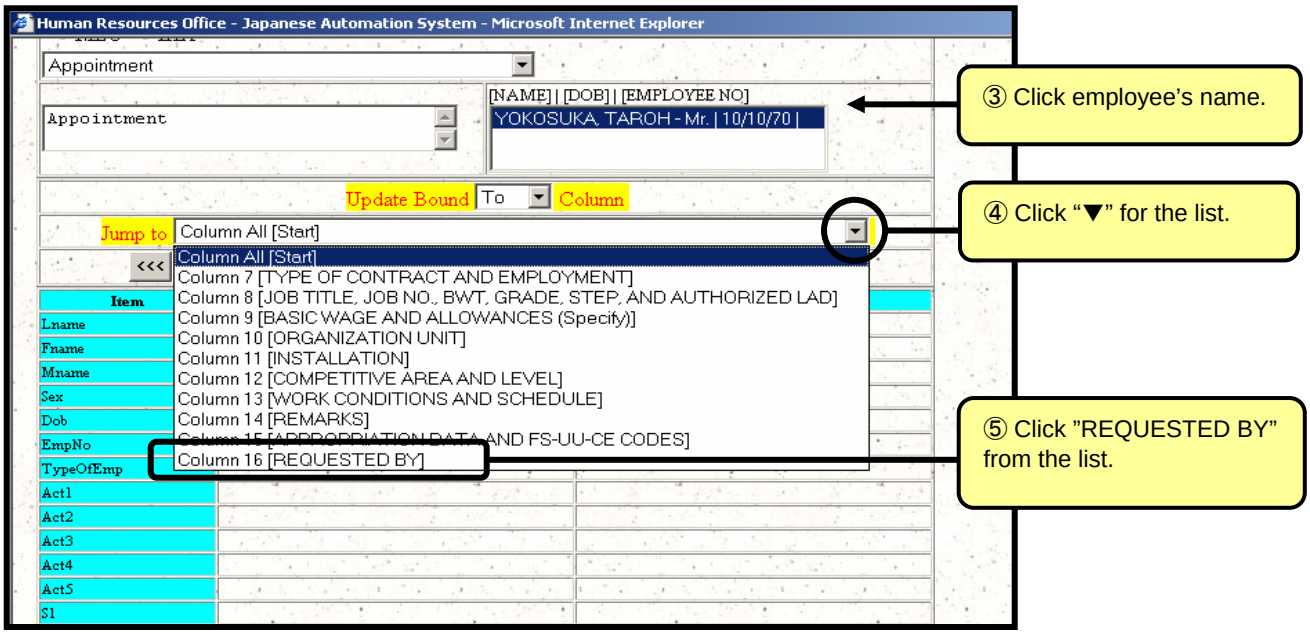
From the registered users, select sender “From” and receiver “To”.
You will be able to have multiple flows by repeating this process.

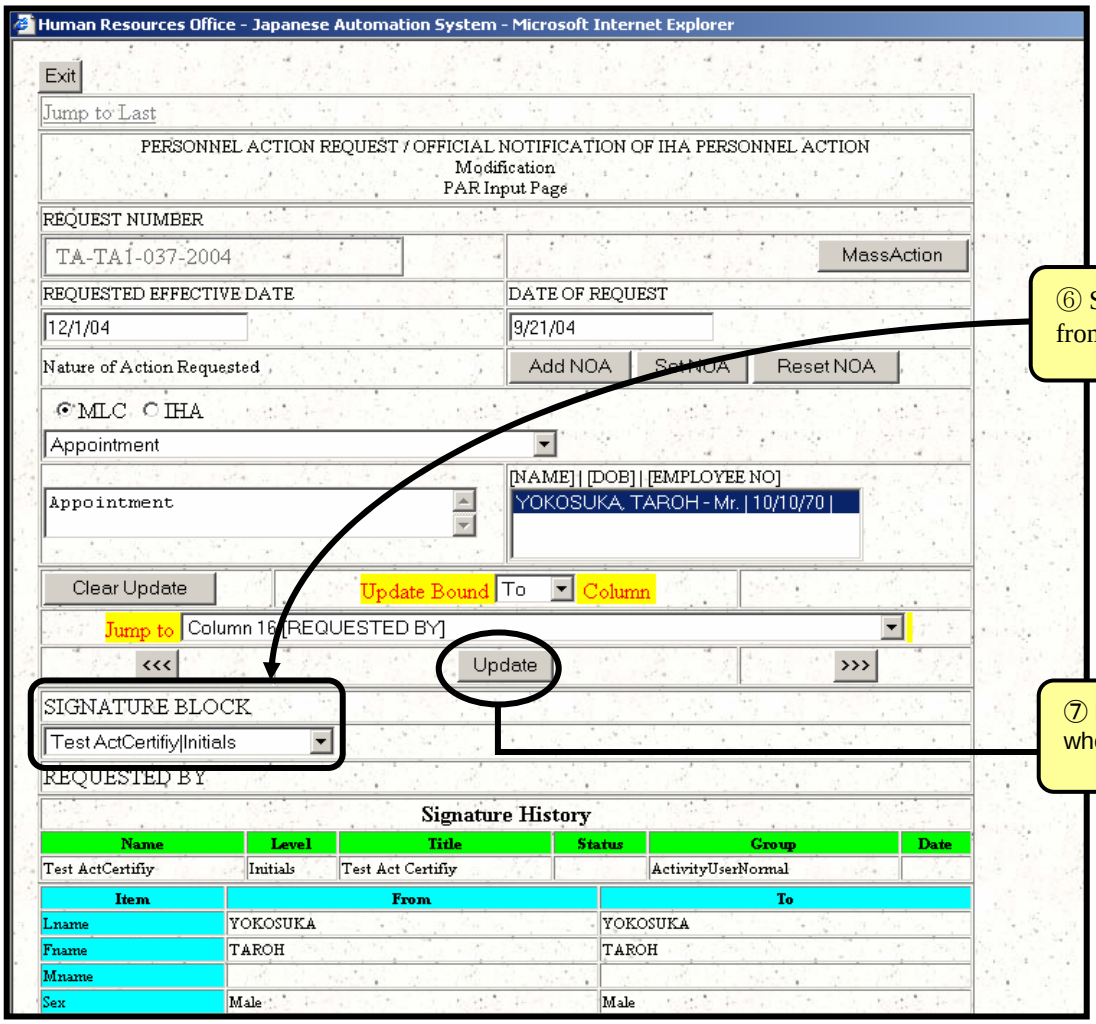


3-3 Flow PAR / ONPA:

1. Flow PAR / ONPA:

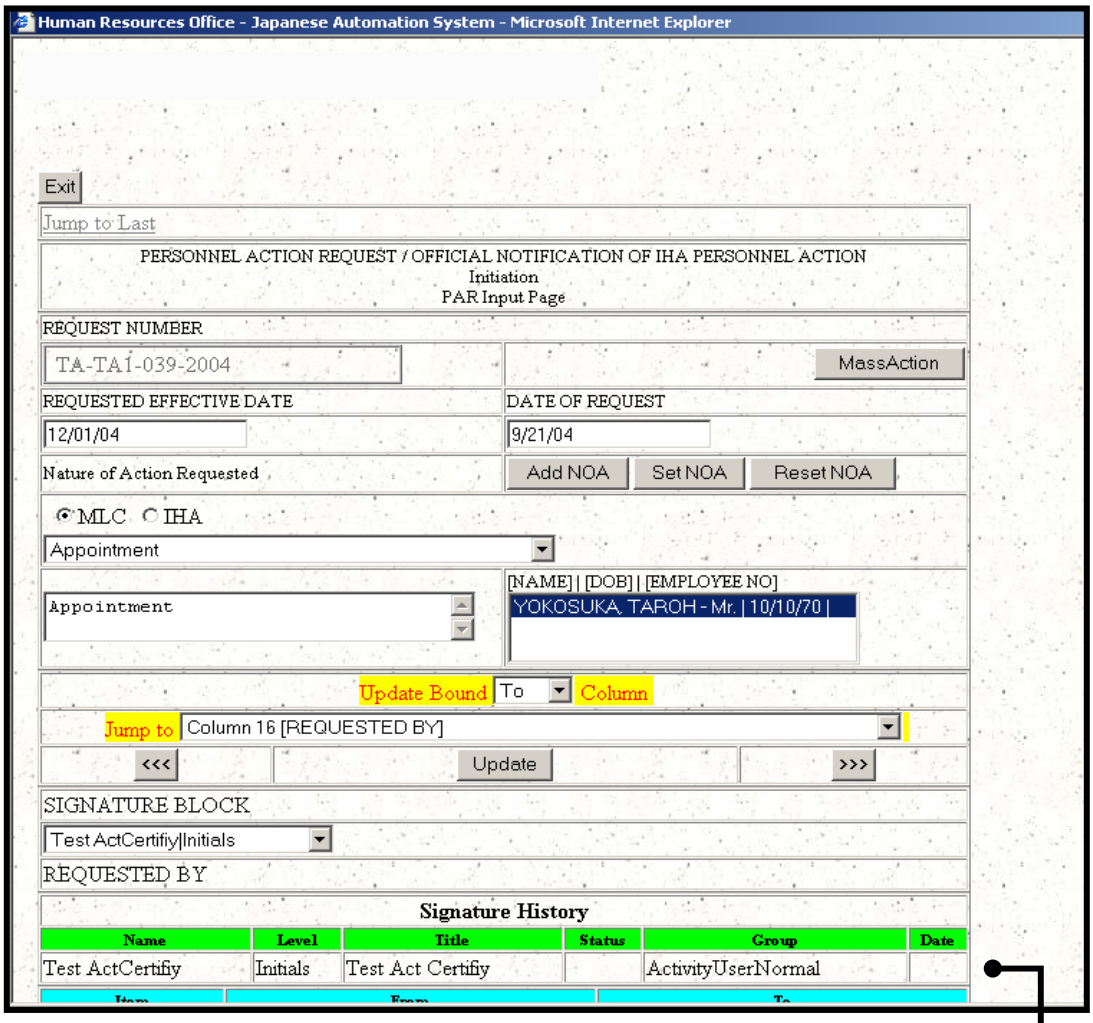






⑥ Select the "Receiver" from registered members.

⑦ PAR/ONPA will flow when you click "Update".



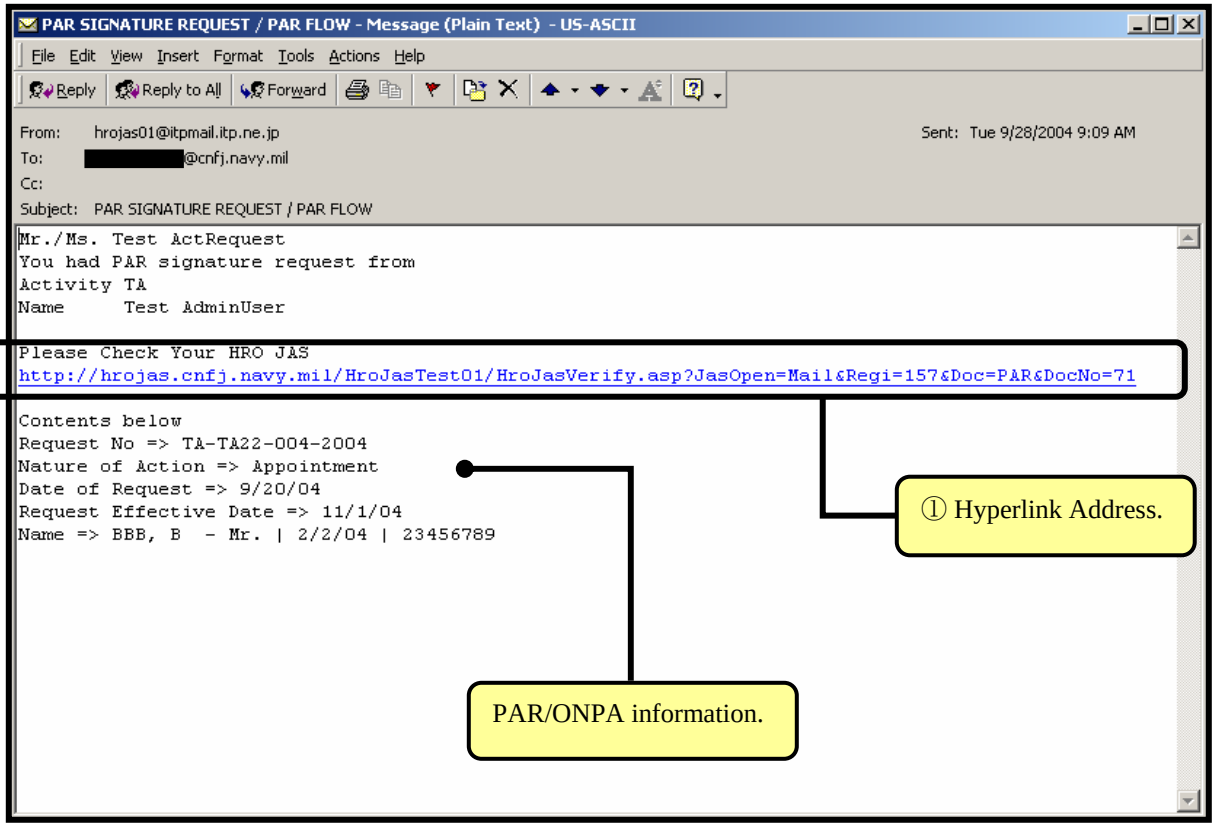
⑨ Once PAR / ONPA is released, you no longer able to make correction. You will only view the status of signatures.

We are currently working on to install “Recall Function”.

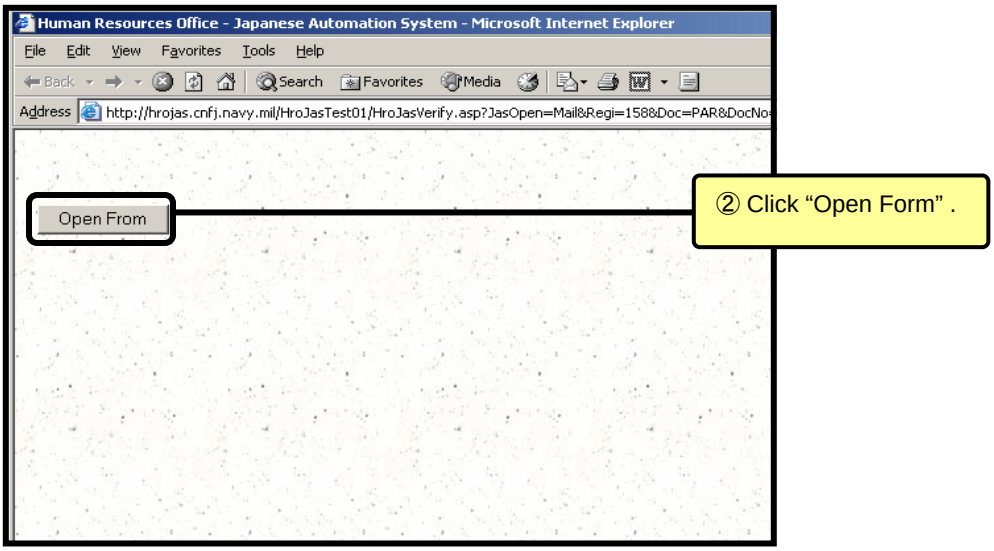
3-4 Receive PAR / ONPA:

1. Receive PAR Signature Request:

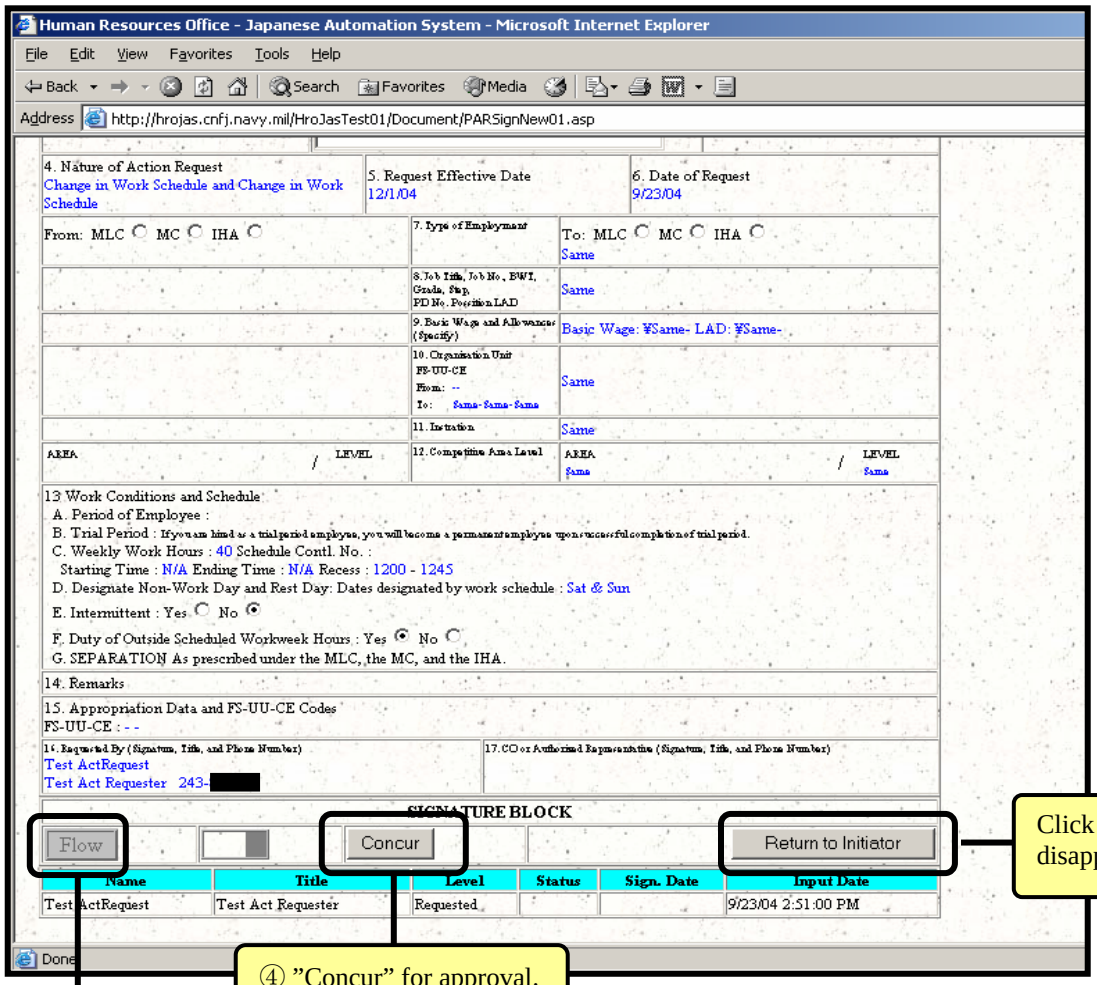
Once a PAR / ONPA is processed to the next person (Flow), he/she will receive an e-mail. Mail will have hyperlink address and the receiver can open PAR/ONPA.



2. Open PAR / ONPA:



3. Approve PAR / ONPA:

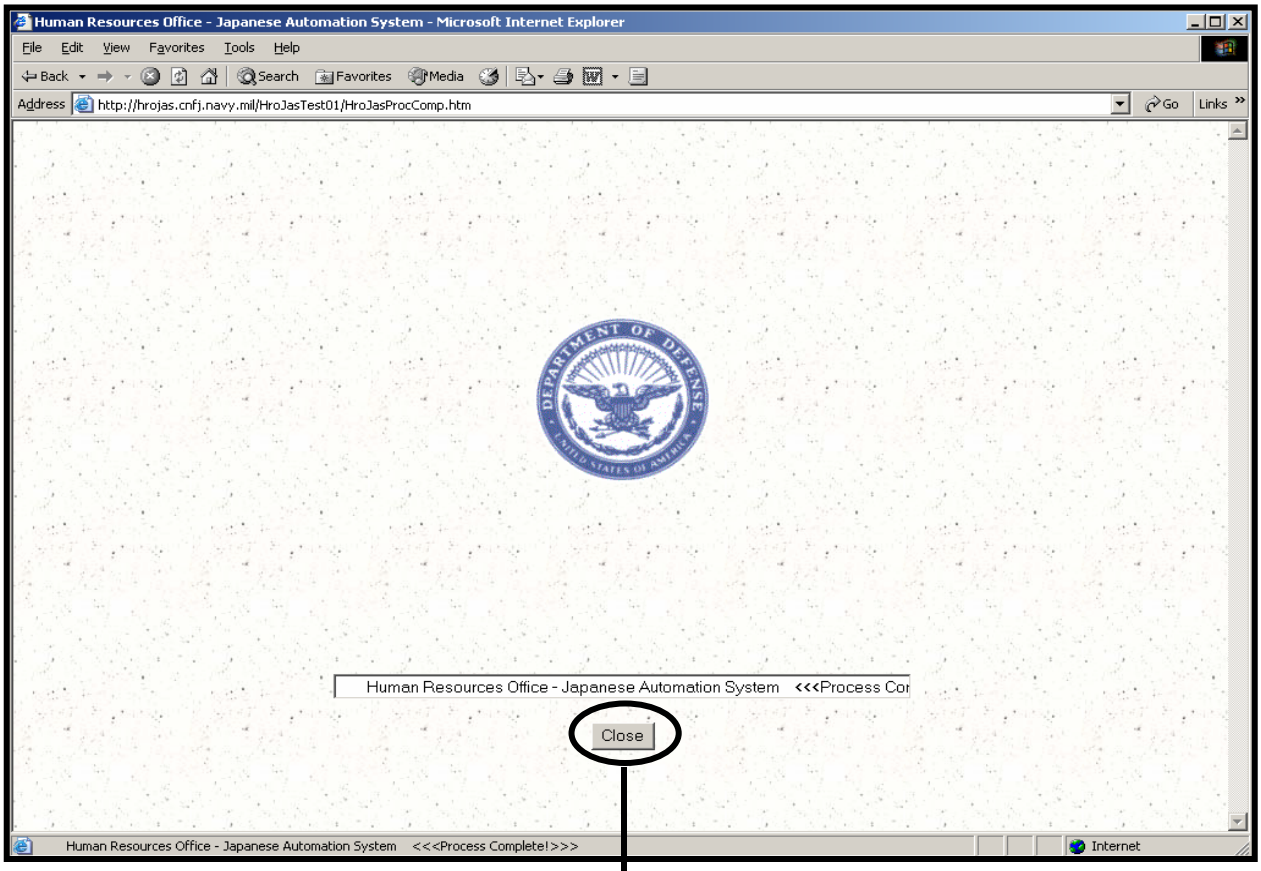


Click ”Return to Initiator” for disapproval or correction.

④ ”Concur” for approval.

⑤ Document will flow to the next person by clicking ”Flow” .

If you only click “Concur” and forget to click “Flow” before existing, err message will appear.
You have to close the screen and re-start the process from re-entering from hyperlink address.



⑥ Once flow is completed, you will not be able to re-enter to the program. Close the screen.

4. Printing

4-1 Print Set Up.

1. Set Up Excel for Printing Service:

WEB JAS uses Excel to print out PAR/ONPA. Please follow the process below to set up Excel.

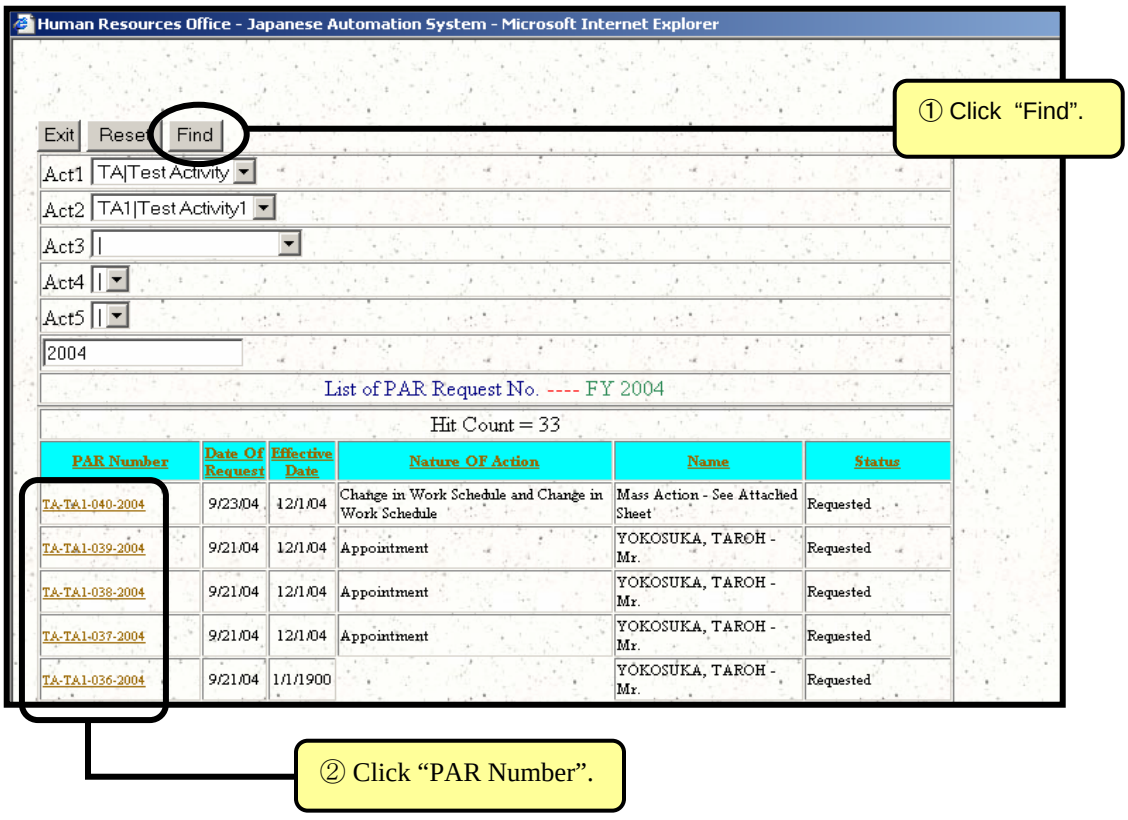
Note) In some IT environments, only the System Administrators are permitted to perform the setting listed.
Please contact your IT specialist for setting Excel.

a. Right-click **start menu** to open **Explorer**. (for Windows 2000)
b. Select "**Tools**" from the toolbar and click.
c. Click "**Folder Options**".
d. Click "**File Types**" tab.
e. Select "**XLS**" which is the short term used for Excel, and Click.
f. Click "**Advanced**" button.
g. Click to mark "**Confirm open after download**".
h. Exit after clicking "**OK**".

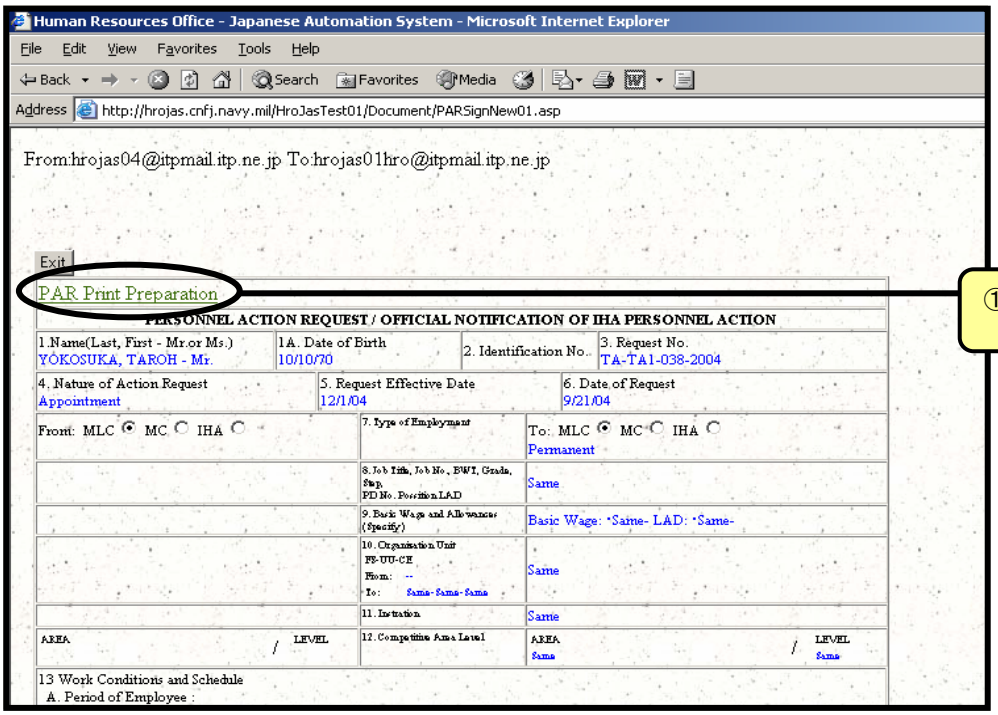
4-2 Printing

1. Open PAR / ONPA:

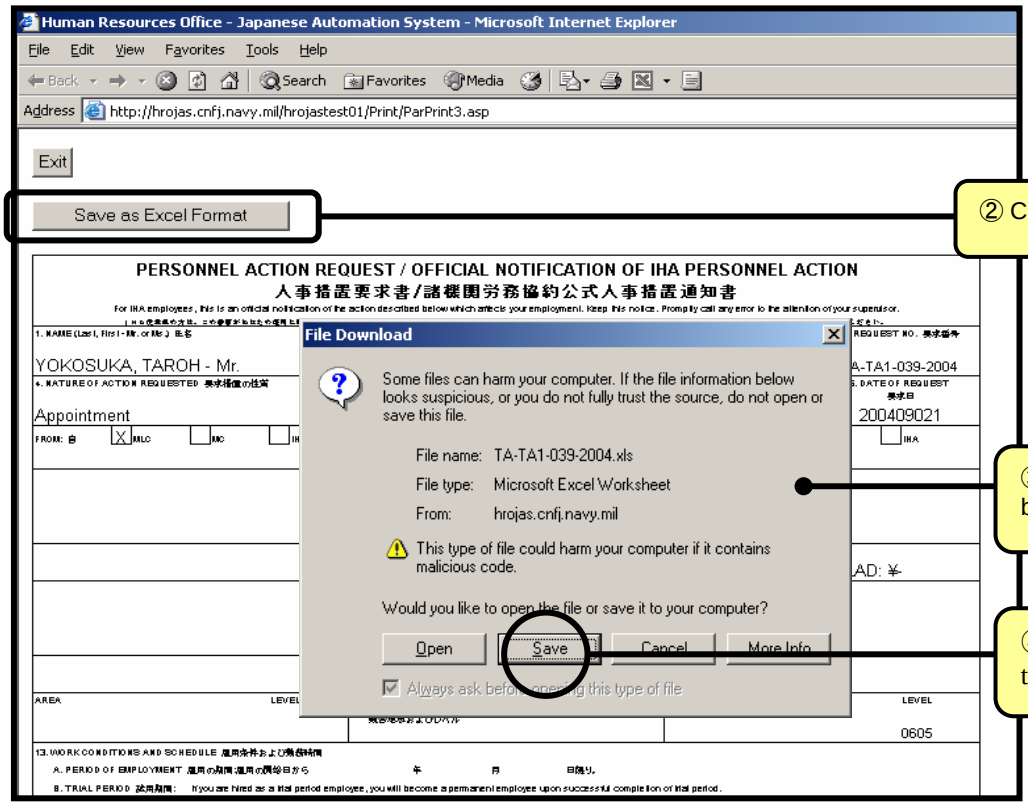
Entering from main menu:
Document - PAR Menu – List – Find – Search PAR/ONPA - Click PAR menu



2. Save PAR / ONPA in Excel:



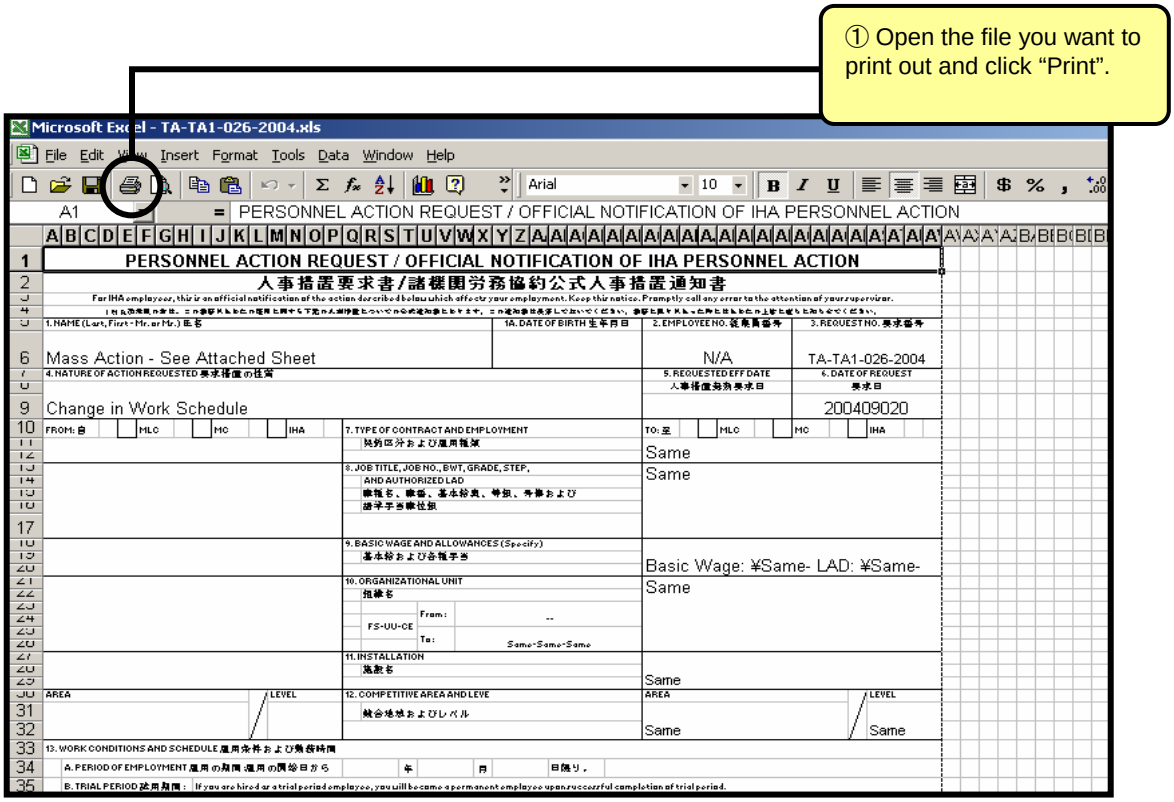
① Click “PAR Print Preparation”



② Click “Save as Excel Format”

③ Download message will be show up.

④ Click “Save” to store in the appropriate location.

3. Print PAR / ONPA:

Note) PAR/ONPA Form is being set at maximum margin to have enough space for entries.
When printing, click “**Print Preview**” on the “File menu” to see how the sheet will look.